



Employment Application Form

Please return this form to HR@nantucket-ma.gov



HR Contact Info

Email: HR@nantucket-ma.gov
Phone: 508-228-7200, ext 7328
Mailing Address:
16 Broad Street
Nantucket, MA 02554

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ City _____ ZIP Code

Phone: _____ E-mail Address: _____

Date Available: _____ Position Applied for: _____

How did you hear about this position? _____ Hours (per week) desired? _____

Desired Salary: \$ _____ Employment Desired?
Full-time Part-time

Have you ever worked for this organization?
YES NO

Are you legally authorized to work in the United States?
(Please type Yes or No)

Education

High School: _____ Did you graduate?
YES NO Degree: _____

Address: _____ Did you graduate?
YES NO Degree: _____

College: _____ Address: _____

Other: _____ Did you graduate?
YES NO Degree: _____

Address: _____

Licenses

Please list all current licenses you possess that are relevant to the work you possess that are relevant to the position you seek. A current valid license is a condition of employment where required.

Do you have a valid driver's license (Class D auto)?

YES NO EXPIRATION
DATE: _____

Do you have a valid Hydraulic license?

YES NO EXPIRATION
DATE: _____

Do you have a valid CDL license (Class A or B) ?

YES NO EXPIRATION
DATE: _____

What other valid licenses or certificates do you hold?

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities:

From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO
☐ ☐

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities:

From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO
☐ ☐

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities:

From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO
☐ ☐

Military Service

Are you a U.S. Veteran?

What is your U.S. military service history?

YES

NO

Employment of Minors

The Town of Nantucket is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an employment Permit or Educational Certificate may be required, depending on the age of the minor.

Are you under the age of 18?

Please type yes if so and list age.

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Fair Credit Reporting Act Disclosure & Authorization Form

As an applicant for employment or a current employee of The Town of Nantucket you are a consumer with rights under the Fair Credit Reporting Act. In the event any of the following circumstances exist, The Town may choose to obtain and use information contained in an investigative consumer report from a third party agency about you when: (1) considering your application for employment, (2) making a decision whether to offer you employment, (3) deciding whether to continue your employment (if you are hired), or (4) making other employment-related decisions directly affecting you.

An investigative consumer report means a consumer report or portion thereof in which information on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, or associates reported on or with others with whom you are acquainted or who may have knowledge concerning any such items of information.

In the event an investigative consumer report is prepared, you may request additional disclosures regarding the nature and scope of the investigation requested as well as a written summary of your rights under the Fair Credit Reporting Act.

Authorization

By signing below, I hereby voluntarily authorize The Town of Nantucket, to obtain an investigative consumer report about me from a third party agency and to consider this information when making decisions regarding my employment at The Town of Nantucket. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above. This report may be delivered in either written or electronic form.

I voluntarily authorize all persons, including current and former employers and supervisors, credit reporting agencies, and educational institutions to release information they may have about me to The Town of Nantucket.

I understand that if I am employed by The Town of Nantucket, this authorization shall remain in effect throughout my employment.

I understand that the company may require me to successfully complete a pre-employment drug and alcohol test as a condition of employment and that continued employment may be based on the successful completion of similar tests.

I certify that my answers are true and complete to the best of my knowledge and that intentional misrepresentations or omissions may be cause for the rejection of my application and that if hired I may be released from employment.

I understand that employment with your company is "at will" and nothing in the interview or hiring process, this application, or your company policies are intended to create an employment contract between myself and the company. Employment may be terminated by either party at any time for any reason with or without notice.

Signature: _____

Date: _____

Printed Name: _____

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