



Town of Weymouth
 Human Resources Department
 182 Green Street
 N. Weymouth, MA 02191
 781-340-5010
 jobs@weymouth.ma.us



Employment Application

This application must be completely filled out and signed. List below all present and past employment, beginning with your most recent employment and describe all periods of employment including self-employment and military service. Employment history must be complete. Use additional sheets if necessary.

Please also attach a resume to this application

Applicant Information

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

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Are you able to perform the essential functions of the job that you are applying for? YES NO List and provide copies of any certification(s) you may have.

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

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

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Please list three personal references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

CORI/SORI Notice

All candidates considered for employment must have a CORI/SORI check completed. Results from this CORI/SORI can be used in determining eligibility for employment.

Disclaimer and Signature

Additional Information – Please read carefully before signing.

1. I certify that my answers are true and complete to the best of my knowledge.
2. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my termination from employment.
3. I understand that an offer of employment is contingent upon my successful completion of the pre-employment screening process, including but limited to satisfactory references, employment history, a satisfactory criminal history inquiry, satisfactory verification of educational requirements and driver's license or certification(s) (where required) and successful pre-employment drug test and/or physical examination.
4. I agree to allow the Town of Weymouth to verify all information related to my application for employment including work history, education, and references from present and former employers.
5. I understand that the Town of Weymouth is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time unless there is an applicable bargaining unit contract provision.
6. I understand the Town of Weymouth is an Equal Opportunity Employer.

My signature certifies that I have read and agree with the above statements in this application for employment.

Applicant signature

Date

TOWN OF WEYMOUTH EQUAL EMPLOYMENT OPPORTUNITY FORM

Applicant Information

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

Address: _____
Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Home Phone: () _____

Position Applied for: _____

Voluntary Information

This information is being requested in accordance with federal regulations. The information is voluntary and will not be used when considering you for employment with our company.

Racial or Ethnic Group

- American Indian/Alaskan Asian/Pacific Islander Black/African American
 Hispanic/Latino White/Caucasian Other

Gender

- Female Male

Military Service

- Pre-Vietnam Era Vietnam Era
 Post-Vietnam Era Disabled Veteran

How did you hear about this position?

- Newspaper Company Employee Professional Publication
 Job Fair Placement Office Web Site
 Other _____