

Town of Bedford, Massachusetts

*An Affirmative Action / Equal Employment
Opportunity Employer*

Town Hall—10 Mudge Way
Town Center—12 Mudge Way
Police Station—2 Mudge Way
Bedford Free Library—7 Mudge Way
Department of Public Works—314 Great Road

Application for Employment

All information must be typed or printed in readable writing. Unreadable applications will be discarded.

INSTRUCTIONS

To receive full consideration for any position with the Town of Bedford, a **Town of Bedford Application for Employment** must be completed in **full**. Applicants may also include a personal resume and cover letter with their application.

Please note, any other application requirements will be specifically outlined in the individual postings.

PERSONAL INFORMATION

Date of Application: _____ Specify Department and Position Applying For: _____

Name: _____
Last First Middle

Address: _____
Number Street Apartment Number
City/ Town State Zip Code

Telephone: Home: _____ Cell: _____ Work: _____

Email Address: _____

If hired, can you provide proof of citizenship or legal right to work? YES NO

Are you under 18 years of age? YES NO If yes, date of birth: _____

Have you filed an application here before? YES NO

If yes, when? _____ For which department? _____

Have you ever been employed by the Town before? YES NO

If yes, when? _____ For which department? _____

Date you are available to begin work: _____ Hours & Days you are available to work: _____

Education

Check highest level completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED

College: 1 2 3 4 Graduate School: 1 2

Name of High School	Coursework and/or area(s) of interest	
Name of College/University	Degree Earned	Major/Minor
Business or Technical School	Certificate Earned	Major Course of Study

Skills & Qualifications

Please describe your level of knowledge relevant to the following skills:	Beginner	Intermediate	Advanced
<input type="checkbox"/> Microsoft Word or <input type="checkbox"/> Other Word Processing Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Microsoft Excel or <input type="checkbox"/> Other Spreadsheet Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Microsoft PowerPoint or <input type="checkbox"/> Other Presentation Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Microsoft Access or <input type="checkbox"/> Other Database Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Shorthand/Speedwriting Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Typing Ability	Words per minute: _____		

Indicate languages you speak, read, or write:		Fluent	Good	Fair
Speak				
Read				
Write				

List professional trade, businesses, or civic activities including offices held which are relevant to the position for which you are applying, or any other skills, abilities or professional licenses that you feel are relevant. *(You may exclude those which indicate race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.)*

Employment History

List present employer first. This section must be completed in full. PLEASE DO NOT RESPOND "SEE RESUME".

Employer: _____ Full-Time Part-Time (# hours/week _____)

Address: _____ Telephone Number: _____

Job Title: _____ Dates worked: _____

Immediate Supervisor's Name and Job Title: _____

May we contact this employer? YES NO

Primary Duties: _____

Why did you leave (or why are you leaving if still employed): _____

Employer: _____ Full-Time Part-Time (# hours/week _____)

Address: _____ Telephone Number: _____

Job Title: _____ Dates worked: _____

Immediate Supervisor's Name and Job Title: _____

May we contact this employer? YES NO

Primary Duties: _____

Why did you leave (or why are you leaving if still employed): _____

Employer: _____ Full-Time Part-Time (# hours/week _____)
Address: _____ Telephone Number: _____
Job Title: _____ Dates worked: _____

Immediate Supervisor's Name and Job Title: _____

May we contact this employer? YES NO

Primary Duties: _____

Why did you leave (or why are you leaving if still employed): _____

Employer: _____ Full-Time Part-Time (# hours/week _____)
Address: _____ Telephone Number: _____
Job Title: _____ Dates worked: _____

Immediate Supervisor's Name and Job Title: _____

May we contact this employer? YES NO

Primary Duties: _____

Why did you leave (or why are you leaving if still employed): _____

If more room is required, an additional sheet may be attached.

References

Please provide professional and/or business reference only.

Name: _____ Company: _____ Work Telephone: _____

Business Relationship: _____ Alternate Telephone: _____

Name: _____ Company: _____ Work Telephone: _____

Business Relationship: _____ Alternate Telephone: _____

Name: _____ Company: _____ Work Telephone: _____

Business Relationship: _____ Alternate Telephone: _____

Name: _____ Company: _____ Work Telephone: _____

Business Relationship: _____ Alternate Telephone: _____

How did you learn about the job for which you are applying? Please be as specific as possible:

Agreement

The information provided in this application for employment is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the Town of Bedford to obtain any information from schools, employers or individuals relating to my activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the Town of Bedford any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Bedford's use only.

I hereby voluntarily release, discharge and exonerate the Town of Bedford, its agents and representatives, and any person so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigations made by or on behalf of the Town of Bedford.

I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I also understand that I must be available from time to time to work outside normal business hours, as the needs of the department require. In the event of my employment with the Town of Bedford, I will comply with all rules, regulations, and policies set forth in the Town of Bedford's Salary Administration Plan Bylaw or other communications distributed by the Town of Bedford.

If required for the position I am seeking, I agree to take a physical examination, which may include testing for drugs or a psychological examination, as required, and recognize that any offer of employment may be contingent upon the results of such an examination.

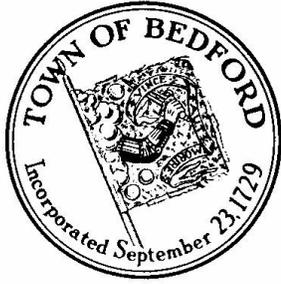
I understand that any employment offer by the Town is conditional upon my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986 within three days of the date of hire.

I represent that I have read and fully understand the foregoing and seek employment under these conditions.

Signature: _____ Date: _____

Discrimination against any person in any practice or procedure in advertising, recruitment, referrals, testing, hiring, transfer, promotion or any other term, condition or privilege of employment which limits or adversely affects employment opportunities, because of political or religious opinions or affiliations, or because of age, race, color, sex, sexual orientation, national origin, marital status, pregnancy, parenthood, disability, genetics, military status, or handicap which is unrelated to the person's occupational qualifications or any other non-merit factor which is not a bona fide occupational qualification is prohibited.

It is unlawful in Massachusetts to require a lie detector test as a condition of employment or continued employment. An employer who violates that law shall be subject to criminal penalties and civil liabilities.



Town of Bedford Release

I, _____ a candidate for the position of _____, hereby authorize the Town of Bedford to investigate all statements in my application and to secure any necessary information from all my employers, references, academic institutions, and credit bureaus. I hereby release all of those employers, references, academic institutions, credit bureaus, and the Town of Bedford from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the Town of Bedford.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the Town of Bedford has not yet employed me and for immediate dismissal if the Town of Bedford has employed me. I also authorize the Town to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having legal and proper interest, and I hereby release the Town of Bedford from any and all liability for its providing this information.

I understand that nothing in this employment application, in the Town of Bedford's policy statements or personnel guidelines, or in my communications with any Town of Bedford official is intended to create an employment contract between the Town of Bedford and me. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the Town of Bedford unless it is made in writing and signed by a Town of Bedford official.

I hereby acknowledge that I have read and understand the preceding statement.

Signature: _____ Date: _____

Voluntary Affirmative Action Request Form

The Town of Bedford, as part of its commitment to Affirmative Action / Equal Employment Opportunity policies, invites you to provide the following information. Your voluntary cooperation is appreciated.

This information is voluntary and refusal to provide it will not have any bearing on our employment decision. The data is confidential and will be filed separately. All applicants will be considered without regard to the information provided.

Position Title: _____ Date: _____

Department: _____

Gender: Male Female

Ethnic Origin (you may select more than one category):

- Hispanic or Latino**
A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- White (Not Hispanic or Latino)**
A person having origins in any of the original peoples of Europe, Middle East or North Africa.
- Black or African American (Not Hispanic or Latino)**
A person having origins in any of the Black racial groups of Africa.
- Asian or Pacific Islander (Not Hispanic or Latino)**
A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.
- American Indian or Alaskan Native**
A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Town of Bedford Affirmative Action Plan Statement of Policy (Excerpt)

It is the policy of the Town of Bedford to select and employ qualified persons, without regard to race, color, national origin, ancestry, age, children, marital status, sex, religious creed, disabilities, military (and Vietnam Era Veteran's status), economic status, genetics, and/or sexual orientation (except as provided under MGL), unless based upon a bona fide occupational qualification, and to administer all personnel functions, including but not necessarily limited to recruitment, selection and placement, promotion and transfer, compensation and benefits, layoffs, recall, and terminations, training and education on a nondiscriminatory basis.