Town of North Reading
235 North St
North Reading MA 01864
978.357.5265
fax 978.357-5273
aolsen@northreadingma.gov

EMPLOYMENT APPLICATION

Please read this before filling out this application.

The Town of North Reading does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, handicap, veteran status, gender or age. No question in this application is intended to secure information to be used for such discrimination.

All questions should be answered clearly, completely and accurately in your own handwriting. If you need more space, please attach a separate sheet. Please print and use ink.

PERSONAL

Date: _____

Name: _____
Last First Middle

Address: _____
Number Street City/Town State Zip Code

Mailing Address: _____
(If different) PO Box or Street Address City/Town State Zip Code

Telephone: (_____)_____

Position(s) desired: _____

Salary desired: _____Date Available to start: _____

GENERAL INFORMATION

How were you referred to us:

- ❑ Self
- ❑ School/college - Name_____
- ❑ Newspaper or publication - Name_____
- ❑ Employee referral – Name _____
- ❑ Other _____

GENERAL INFORMATION

If you are hired and are under the age of 18, can you furnish a work permit? ☐ Yes ☐ No

Have you filed an application with the Town of North Reading before? ☐ Yes ☐ No Dates: _____

Have you ever been employed by the Town of North Reading before? ☐ Yes ☐ No

Department: _____

Are you employed now?: ☐ Yes ☐ No

May we contact your present employer? ☐ Immediately ☐ After acceptance of employment ☐ No

If no, please give reason: _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, gender or national origin.

#1

Employer: _____ Dates employed: From: _____ To: _____

Address: _____

Hourly rate/salary: Starting _____Final: _____

Job Title _____ Work Performed _____

Supervisor: _____Telephone: _____

#2

Employer: _____ Dates employed: From: _____ To: _____

Address: _____

Hourly rate/salary: Starting _____Final: _____

Job Title _____ Work Performed _____

Supervisor: _____Telephone: _____

#3

Employer: _____ Dates employed: From: _____ To: _____

Address: _____

Hourly rate/salary: Starting _____Final: _____

Job Title _____ Work Performed _____

Supervisor: _____Telephone: _____

If you need additional space, please continue on a separate sheet of paper.

Describe other training, certifications, licenses (CDL), etc. or experience applicable to the job you are seeking.

_____

_____

_____

_____

EDUCATION

School	Name, Address, City, State	Did you Graduate	Degree
High School			
College			
Graduate School			
Other Courses/Training			
Military Information (Optional)			

REFERENCES

Please list below the name of three professional or work-related references.

Name and Title	Company	Phone	Years Acquainted

SEALED RECORD NOTICE

Have you been convicted of a felony? *****

Yes ___ No ____ (Conviction will not necessarily disqualify an applicant from employment.)

If yes, please explain. *

_____

_____

_____

Have you been convicted of a misdemeanor within the past five (5) years other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace?*

Yes ___ No ____ (Conviction will not necessarily disqualify an applicant from employment.)

If yes, please explain. *

_____

_____

_____

* An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

M.G.L. Chapter 276, Section 100A.

CORI REQUESTS

The Human Resources Director has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data. A CORI may be required for this desired position. In the event that a CORI is necessary, a form will be mailed to you at a later time.

AGREEMENT

Please read before signing:

NOTE: If you have any questions regarding the following statement, please ask the Human Resources Director before signing.

I understand that receipt of this application and the granting of an interview does not imply that I will be employed.

I hereby affirm that the information provided by me on this application (and accompanying resume, if any) is true and complete, and I understand that any false information or material omission of fact may disqualify me from further consideration for employment and may be grounds for termination of employment in the event I am hired. I understand that any offer of employment is conditioned upon satisfactory replies from my references, a favorable pre-employment physical if applicable, and a CORI if applicable, and that employment is for no stated term and may be terminated by me or the Town of North Reading at any time.

_____ _____

Signature Date

_____

Printed Name

I authorize persons, schools, current employers (if applicable) and previous employers and organizations named in this application (and accompanying resume, if any) to provide the Town of North Reading with any relevant information which may be required to arrive at an employment decision, and I voluntarily release such persons, schools, employers, and organizations from all liability which might result from their providing such information.

_____ _____

Signature Date

_____

Printed Name