



## EMPLOYMENT HISTORY

(attach additional sheets if necessary)

Include summer and part-time work, and any periods of unemployment. You may include your work history verified work performed on a volunteer basis. List only employment within the United States.

List Below the Name and Business Addresses of All Your Former Employers Beginning with your <b>Last</b> Position	Time Employed From: Mo/Yr    To: Mo/Yr	Nature of Work	Earnings per week at start	Earnings per week when Leaving	Reason for Leaving
1.					
2.					
3					
4.					
5.					

May we contact the employers listed above? \_\_\_\_\_ If not, indicate by number which ones you do not wish us to contact: \_\_\_\_\_  
 Where you ever dismissed from a job? \_\_\_\_\_ If yes, give details: \_\_\_\_\_

## EDUCATION

(do not answer if not relevant to the requirements of the position for which you are applying)

Type of School	Name of School	City/State	Course Majored In	Number of years completed	Graduate? Give Degrees
Elementary					
High School					
College					
Graduate					
Other (Trade, Corres., Night)					

## REFERENCES

**Business References:** list 3 former managers who directly supervised you.

Name:	Employer:
Phone:	Relationship:
Years Acquainted:	May we contact?

Name:	Employer:
Phone:	Relationship:
Years Acquainted:	May we contact?

Name:	Employer:
Phone:	Relationship:
Years Acquainted:	May we contact?

**Personal References:** List 2 character references who are not related to you and whom you have known for more than 1 year.)

Name:	
Phone:	Years Acquainted:

Name:	
Phone:	Years Acquainted:

### Acknowledgement

Thank you for completing this application. Kindly read the following carefully and sign below indicating your understanding and agreement to the following. If you have any questions regarding this statement, please ask them before signing.

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

In the event of employment into a position with the Town, I will comply with all the rules and regulations as set forth in the town's policies, by-laws, or other communications distributed to employees, which may be changed without notice at the discretion of the Town. Additionally, I authorize the Town to supply my employment record in whole or in part, and in confidence, to any prospective employer, government agency, or other party.

I hereby authorize my present and/or former employers, educational institutions, credit bureaus, references, neighbors and friends to disclose to the Town any and all information concerning my previous employment and any other pertinent information they may have, personal or otherwise, and I release all parties from any liability whatsoever resulting from such disclosure.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably.

I understand and agree that if I am offered employment, it will be as an employee-at-will and that no employment contract rights have been created. (This statement does not necessarily apply to those employees who, if hired, will be members of a collective bargaining agreement). I also understand and agree that my employment may be terminated at any time with or without cause (subject to the collective bargaining agreement, if applicable), and with or without advance notice at the option of either the Town or myself. I also understand that no supervisor, manager or other representative of the Town has any authority to enter into any express or implied contract for employment for any specific period of time. Any agreement contrary to the above must be in writing and must expressly state that it is a contract and be signed by the Appointing Authority for my position with the Town.

I hereby acknowledge that I have read the above statement and understand it.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



CONFIDENTIAL

APPLICANT DATA RECORD - **This information is Voluntary**

The Town of Wilbraham (the "Town") is an Equal Opportunity employer. Applicants are considered for all employment positions in the Town, and employees of the Town are treated during employment without regard to race, sex, color, handicap, national origin, military status, religion, age (as defined by law), ancestry sexual orientation (as defined by law) and genetic information consistent with federal and state law.

We invite you to indicate your gender and race/ethnicity or veteran status below. This information will be kept in a confidential file, separately from your application and will be used only in government reporting in accordance with federal and state regulations.

**YOU ARE NOT REQUIRED TO PROVIDE THIS INFORMATION.** Your application for employment will be considered in the same manner whether or not you fill out this form.

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Position(s) applied for: \_\_\_\_\_ Date: \_\_\_\_\_

How did you hear about this opening? \_\_\_\_\_

Check one:

- GENDER                                     Female                     Male
- RACE/ETHNIC GROUP                     White                     Black
- Hispanic                     Cape Verdean
- American Indian/Alaskan Native
- Asian/Pacific Islander

Check all that apply:

- VETERAN STATUS                         Vietnam Era Veteran
- Disabled Veteran
- Gulf War Veteran