



# TOWN OF GROTON

173 Main Street  
Groton, Massachusetts 01450  
978-448-1145

## Application for Employment

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**Please read before filling out this application**

Thank you for your interest in employment with the Town of Groton. The Town of Groton is an Equal Opportunity/Affirmative Action Employer. The Town affords equal employment opportunity to all qualified persons regardless of race, color, religion, national origin, age, military status, veteran status, disability, sexual preference, or gender.

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Date: \_\_\_\_\_

### **PERSONAL INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address:  
(if different) \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Social Security No: \_\_\_\_\_

Cell phone: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

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### **GENERAL INFORMATION**

Position applying for: \_\_\_\_\_

Date available to start: \_\_\_\_\_

Are you available:  Full Time  Part Time  Temp until \_\_\_\_\_

Days  Evenings  Weekends  Year Round  Seasonal \_\_\_\_\_

Referral source:  Newspaper ad  Online ad  Walk-in

Bulletin board  School  Town website  Other

Name of source \_\_\_\_\_

Are you over the age of 18?  Yes  No

Have you filed an application here before?  Yes  No If yes, give date \_\_\_\_\_

Have you ever volunteered for the Town of Groton before?  Yes  No

Have you ever been employed here before?  Yes  No If yes, give date \_\_\_\_\_

Were you in the U.S. Armed Forces?  Yes  No

If yes, which branch? \_\_\_\_\_ Dates of service: From: \_\_\_\_\_ To: \_\_\_\_\_

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## **EDUCATION**

High School		Circle Last Year Completed 1 2 3 4
Complete Address		
	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No	Major Course
College	Major Course of Study	Circle Last Year Completed 1 2 3 4
Complete Address		
	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree or Certificate Received
Other Schools or Specialized Training	Major Course of Study	Circle Last Year Completed 1 2 3 4
Complete Address		
	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree or Certificate Received

Scholastic Honors, Scholarships, Etc. \_\_\_\_\_

Do you intend to continue your Education?  Yes  No

If yes, give details:

\_\_\_\_\_

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## **EMPLOYMENT EXPERIENCE**

**Complete all information in full. A resume may not be substituted but may be included as a supplement.**

**Begin with your most recent employment, including any present employment. Your present employer will not be contacted without your permission. You may include any verifiable work performed such as military service or volunteer activities. Any gaps in employment must be briefly explained.**

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Employer Name, Address, Phone: \_\_\_\_\_

\_\_\_\_\_

Job Title & Work Performed: \_\_\_\_\_

\_\_\_\_\_

Supervisor: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Scheduled hours per week: \_\_\_\_\_

Salary: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ May we contact?

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Employer Name, Address, Phone: \_\_\_\_\_

Job Title & Work Performed: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Scheduled hours per week: \_\_\_\_\_

Salary: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ May we contact? \_\_\_\_\_

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Employer Name, Address, Phone: \_\_\_\_\_

Job Title & Work Performed: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Scheduled hours per week: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Salary: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ May we contact? \_\_\_\_\_

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May we contact your present employer?  Immediately  After acceptance of employment

No If no, please explain: \_\_\_\_\_

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***If you need additional space please attach an additional page.***

**REFERENCES (Please exclude relatives)**

Give the name of three professional or work-related references:

Name	Company	Title	Years Acquainted	Telephone No.

## **Job-Related Skills and Aptitudes**

List computer skills: \_\_\_\_\_

Please list professional, trade or organizations of which you are a member. You may omit those which indicate race, color, religion, sex, national origin, or any other legally protected status.

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### **Certification and Licenses:**

List any professional licenses, registrations or certifications that you possess.

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### **Driver's Licenses**

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

<b>License</b>	<b>Yes/No</b>	<b>If yes, enter state of issue, number, and expiration date</b>
Valid driver's license (Class D Auto)		
Valid CDL license (Class A or B)		
Valid Hydraulic License		
Other:		

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## **Other Information**

Are you able to provide documented proof of U.S. citizenship or valid work permit as required upon employment to work in the United States? \_\_\_\_\_ yes \_\_\_\_\_no

Have you ever been convicted of a felony?  Yes  No If yes, please explain: \_\_\_\_\_

You may answer "no record" without explanation relative to prior arrests, criminal court appearances or convictions if you have a sealed record on file with the Commissioner of Probation. In addition, you may answer "no record" relative to prior arrests, court appearances in adjudications and 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.

A conviction record would not necessarily be a bar to employment. Factors such as age and time of offense, seriousness and nature of the violation and rehabilitation will be taken into account.

Have you been convicted of a misdemeanor within the past five years?  Yes  No  
If yes, please explain \_\_\_\_\_

## **POLYGRAPH TESTS**

"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 liability." *MGL Ch. 149, Section 19B*

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## **AGREEMENT / AUTHORIZATION**

NOTE: If you have any questions regarding the following statements, please ask before signing.

I hereby certify that the information on this application and all other information otherwise provided is true and correct. I understand that any misrepresentation or omissions will result in denial or termination of employment at any time.

I understand that receipt of this application and the granting of an interview does not imply that a job offer offer be extended. I agree that the Town of Groton shall not be liable in any respect if a job offer is not extended, is withdrawn, or my employment is terminated because of false statements, omissions or answers made by me on this application

If employed, I understand and agree that unless I am hired into a position falling within a bargaining unit, or unless otherwise provided by law, I would be employed on an at-will basis. This means that either the Town of Groton or I may end the employment relationship at any time for any or no reason.

I authorize the Town of Groton to verify statements on my employment application and/or resume and any other information I have provided, to make inquiries regarding my employment, education, and criminal or driving record and to obtain any and all information it deems necessary in order to evaluate my application for employment. I authorize any employer, school, and/or other individual or entity that has knowledge of me or my records to release such information to and communicate freely with The Town of Groton. In consideration of the Town of Groton's review of my application for employment, I hereby release any individual, entity, and the Town of Groton from all claims or liabilities whatever that might arise from the inquiry into or disclosure of such information, including claims under any federal, state, or local civil rights law and any claims for defamation or invasion of privacy.

I am submitting this application with the full knowledge that any offer of employment may be contingent upon my successfully passing any screening test specifically required by local, state or federal law. Such testing may include, but is not limited to, drug screening and fitness for duty. I freely and voluntarily agree to participate in such screenings as required.

Public Law 99-603 requires the Town of Groton to demonstrate a "good faith effort" in complying with the illegal alien employment statutes. Should you be hired for a position with the Town of Groton, you will be required to present evidence of employment eligibility.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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*Town of Groton is an Equal Opportunity Employer.*

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