



TOWN OF SAUGUS

APPLICATION FOR EMPLOYMENT

HUMAN RESOURCES

298 CENTRAL STREET

SAUGUS, MA 01906

Telephone (781) 231-4126 Fax (781) 231-5666

Town Hall	298 Central Street
Public Safety Building	27 Hamilton Street
Department of Public Works	515 Main Street
Library	295 Central Street
Town Hall Annex	25 Main Street
Senior Center	466 Central Street

The Town of Saugus is an Equal Opportunity/Affirmative Action Employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, sexual orientation or any other class protected by federal, state or local law. Any person who needs assistance in fully participating in the application process should contact the Town of Saugus Human Resources Department.

All information must be typed or printed legibly. A resume may be submitted with this application, but "see resume" is not acceptable in any field. Completed application and resumes will be kept on file for 1 year from the date of submission

General Information

1. Position Applied For: _____ 2. Date of Application: _____

2. Referral Source: Newspaper Ad Employee Relative Town Website
(check all that may apply) School Walk-in Other

3. Name of Source *(if applicable)*: _____ 4. Relationship: _____

Applicant Information

5. Name: _____
Last First Middle

6. Address: _____
Number Street Apt. Number

City/Town State Zip Code

7. Telephone Number: Home: _____ Other: _____
Area Code/Number Area Code/Number

8. E-mail Address: _____

9. If hired, can you provide proof of citizenship or legal right to work? YES NO
All new employees will be required to complete an I-9 form to prove they are lawfully eligible to work in the United States

10. Are you under 18 years of age? YES NO 11. If yes, can you provide a valid work permit? YES NO

12. Are you currently or have you ever been employed by the Town of Saugus? YES NO

If yes, what was your date of hire? _____ In which Department? _____

Education

13.

High School

Name:	Years Completed:
Location:	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO

Business/Technical School

Name:	Years Completed:
Location:	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO
Course of Study:	Degree/Date:

College

Name:	Years Completed:
Location:	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO
Course of Study:	Degree/Date:

Graduate College

Name:	Years Completed:
Location:	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO
Course of Study:	Degree/Date:

Skills & Qualifications

14. Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying: _____

Employment History

Starting with your most recent employer, provide the following information:

15. Employer: _____ Telephone: _____ Street Address: _____ City/State: _____	Date of Hire: _____ To: _____			
Compensation				
		<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	\$
Position Held : _____ Dept.: _____ Immediate Supervisor: _____ Title: _____				
Reason(s) for leaving: _____				
Describe the work you performed: _____				

16. Employer: _____ Telephone: _____ Street Address: _____ City/State: _____	Date of Hire: _____ To: _____			
Compensation				
		<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	\$
Position Held : _____ Dept.: _____ Immediate Supervisor: _____ Title: _____				
Reason(s) for leaving: _____				
Describe the work you performed: _____				

17. Employer: _____ Telephone: _____ Street Address: _____ City/State: _____	Date of Hire: _____ To: _____			
Compensation				
		<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	\$
Position Held : _____ Dept.: _____ Immediate Supervisor: _____ Title: _____				
Reason(s) for leaving: _____				
Describe the work you performed: _____				

Please use a separate sheet for additional information.

Note: Applicants may include in their history any verified work performed on a volunteer basis.

Please include any other information that you think would be helpful to us considering you for employment, such as work experiences, skills, articles/books published, activities, accomplishments, skills or experience acquired in the U.S. Armed Services, etc.

(Please exclude information indicative of age, sex, sexual orientation, race, religion, color, national origin or disability)

Personal References

Please provide the name, address & telephone numbers of three individuals (not related to you):

Name: _____

Years Known: _____

Address: _____

Telephone #: _____

Name: _____

Years Known: _____

Address: _____

Telephone #: _____

Name: _____

Years Known: _____

Address: _____

Telephone #: _____

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 a 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 Saugus 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 Saugus any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Saugus' use only.

I hereby voluntarily release, discharge and exonerate the Town of Saugus, 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 Saugus.

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 Saugus, I will comply with all rules, regulations and policies set forth in the Town of Saugus' policy book or other communications distributed by the Town of Saugus.

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 of 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 race, color, sex, sexual orientation, national origin, marital status, pregnancy, parenthood, age or handicap which is unrelated to the person's 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 this law shall be subject to criminal penalties and civil liabilities.