



# TOWN OF SAUGUS

## APPLICATION FOR EMPLOYMENT

### HUMAN RESOURCES



298 CENTRAL STREET SAUGUS, MA 01906

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

**The Town of Saugus is an Equal Opportunity/Affirmative Action Employer** and provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Any person who needs assistance in fully participating in the application process should contact the Town of Saugus Human Resources Department.

### General Information

Position Applied For: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Referral Source: \_\_\_\_\_

### Applicant Information

Name:

\_\_\_\_\_  
Last

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle

Address:

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

Telephone Number: Home: \_\_\_\_\_ Other: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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*

Are you currently or have you ever been employed by the Town of Saugus?

☐ YES

☐ NO

If yes: date of hire? \_\_\_\_\_ In which Department? \_\_\_\_\_

### Skills & Qualifications

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

\_\_\_\_\_  
\_\_\_\_\_

## Education

### High School

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

### College / Graduate Level

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

## Employment History

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

Employer:	Telephone:
Street	Date of Hire:
Address:	City/State:
Position held:	Immediate Supervisor:
Reason(s) for leaving:	
Describe the work you performed:	

Employer:	Telephone:
Street	Date of Hire:
Address:	City/State:
Position held:	Immediate Supervisor:
Reason(s) for leaving:	
Describe the work you performed:	

Employer:	Telephone:
Street	Date of Hire:
Address:	City/State:
Position held:	Immediate Supervisor:
Reason(s) for leaving:	
Describe the work you performed:	

## 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. I understand I may include any other information which may be helpful, such as work experiences, skills, articles/books published, activities, accomplishments, skills, verifiable volunteer participation or experience acquired in the U.S. Armed Services, etc. In the event of employment, I understand 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.”