

Town of Stoughton

Application For Employment

It is the policy of the Town of Stoughton to afford equal employment opportunity to all qualified persons without regard to race (including natural and protective hair, including hair texture, hair type, hair length, and protective hairstyles), color, religion, gender/sex (including gender identity, sexual orientation, and pregnancy), national origin, ancestry, age (forty or older), disability that can be reasonably accommodated, veteran/military status, genetic information, or any other characteristic or classification afforded protection against discrimination under federal or state law, except as to bona fide occupational qualifications allowed by law.

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

Position(s) Applied For _____

Referral Source: ___ Advertisement* ___ Friend ___ Relative ___ Employment Agency
___ Other

*If you learned of this position through an advertisement, please indicate the source.

Name _____
Last First Middle

Address _____
Number Street City State Zip Code

Phone () _____

Have you filed an application here before? ___ Yes ___ No Date _____

Have you ever been employed here before? ___ Yes ___ No Date _____

Do you have a legal right to work in the U.S.?: _____

If yes, are you able to provide documents as required by law to verify your eligibility to work in the U.S.?: _____

Do you have a valid driver's license?: _____

Are you available to work? ___ Full Time ___ Part Time ___ Shift Work

Are you on lay-off and subject to recall? ___ Yes ___ No

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Education

	Elementary	High	College/University	Graduate/Prof.
School Name				
Years (Circle) Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma				
Describe Study of Course:				
Describe Specialized Training, Apprenticeship, Skills and Extra Curricular Activities				

Honors Received: _____

State any additional information you feel may be helpful to us in considering your application.

Employment Experience

List each job held. Start with your Present or Last Job. Include military service assignments and volunteer activities. (Exclude groups which indicate race, color, religion, sex or national origin.)

	Dates		Work Performed
	From	To	
Employer			
Address			
Job Title			
Supervisor			
Reason for Leaving			

	Dates		Work Performed
	From	To	
Employer			
Address			
Job Title			
Supervisor			
Reason for Leaving			

	Dates		Work Performed
	From	To	
Employer			
Address			
Job Title			
Supervisor			
Reason for Leaving			

	Dates		Work Performed
	From	To	
Employer			
Address			
Job Title			
Supervisor			
Reason for Leaving			

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

Summarize Special Skills and Qualifications

Acquired from employment and other
experience _____

Please list your computer skills: _____

Are you able to perform the essential functions of the position, with or without accommodation?

____ Yes ____ No

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What foreign languages do you speak, read and or write?

	FLUENTLY	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held. (Exclude groups which indicate race, color, religion, sex or national origin)

Give name, address and phone number of three references not related to you.

**TOWN OF STOUGHTON
APPLICANT DATA RECORD**

EEO Voluntary Self Identification Form

The Town of Stoughton is committed in spirit, as well as in action, to abide by all laws dealing with equal employment opportunity. It is our policy to guarantee equal employment opportunities for all qualified persons without regard to race (including natural and protective hair, including hair texture, hair type, hair length, and protective hairstyles), color, religion, gender/sex (including gender identity, sexual orientation, and pregnancy), national origin, ancestry, age (forty or older), disability that can be reasonably accommodated, veteran/military status, genetic information, or any other characteristic or classification afforded protection against discrimination under federal or state law, except as to bona fide occupational qualifications allowed by law.

Further, the Town will act in good faith to affirmatively recruit and consider for promotion individuals in protected categories. Age, race, creed, color, national origin, ancestry, marital status, gender, military status, sexual orientation, or disability are not factors in employment, promotion, transfer, compensation, lay-off, disciplining, and termination.

In order to effectively monitor our recruitment and employment efforts, it is requested that you provide the following information.

Completion of this Applicant Data Record is voluntary and will not affect your opportunity for employment or the terms or conditions of your employment. If you choose to volunteer the requested information, please note that all Applicant Data Records are kept in a confidential file and are not a part of your application for employment or your personnel file if hired.

Applicant Name: _____
Last First Middle Initial

Applicant Address: _____
Street Town State Zip Code

Position Applying For: _____ Date: _____

GENDER: Male: _____ Female: _____ Nonbinary: _____

RACE/ETHNICITY (Please check one of the options below that best corresponds to the ethnic group with which you identify.):

- _____ **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- _____ **White (Not Hispanic or Latino):** All persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- _____ **Black or African American (Not Hispanic or Latino):** A person having origins in any of the black racial groups of Africa.
- _____ **Native Hawaiian or Pacific Islander (Not Hispanic or Latino):** A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- _____ **Asian (Not Hispanic or Latino):** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- _____ **Native American or Alaska Native (Not Hispanic or Latino):** A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- _____ **Cape Verdean:** All persons who are descendants of anyone born in the Cape Verde Islands.
- _____ **Two or More Races (Not Hispanic or Latino):** All persons who identify with more than one of the above races.
- _____ **I do not wish to disclose.**

PLEASE CHECK IF ANY OF THE FOLLOWING APPLY:

_____ Vietnam Era Veteran _____ Disabled Veteran _____ Handicapped Individual

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APPLICANT STATEMENT AND CERTIFICATION

PLEASE READ BEFORE SIGNING

I understand that acceptance of this application by the Town of Stoughton does not imply that I will be employed.

The information that I have provided in this application and in any supplemental information provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials provided or as provided during interviews or during any other part of the application process, can be justification for refusal of employment or can be justification for termination from employment, if employed.

I understand that any offer of employment that I receive from the Town of Stoughton is contingent upon my successful completion of the pre-employment screening process, including but not limited to the Town of Stoughton receiving satisfactory references, a satisfactory criminal history and Criminal Offense Record Inquiry if required, satisfactory verification of driver's license or certifications where required, and satisfactory completion of any required post-offer pre-employment drug test or physical examination.

In processing my application for employment, the Town of Stoughton may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation, and personal characteristics.

I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment, including contacting my present and former employers, by contacting individuals listed as business, educational, or personal references, and by contacting other individuals to provide or further clarify information about me.

I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.

I understand that the Town of Stoughton is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time unless there is an applicable bargaining unit contract provision or an individual employment agreement.

My signature certifies that I have read and agree with the above statement and all statements contained in this application for employment.

Applicant's Name (Please Print)

Applicant's Signature

Date

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