



# Town of Belchertown

## Office of Human Resources

2 Jabish St, P.O. Box 670

Belchertown, MA 01007-0670

413-323-0412 – [jobs@belchertown.org](mailto:jobs@belchertown.org)

### APPLICATION FOR EMPLOYMENT

PLEASE READ BEFORE FILLING OUT THIS EMPLOYMENT APPLICATION

The Town of Belchertown (the "Town") is an equal opportunity employer and considers all applicants for employment without regard to race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, transgender status, pregnancy or a condition related to pregnancy, age (as defined by law), disability, military or veteran status, genetic information, or based on any individual's status in any group or class protected by applicable federal, state or local law. The Town provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state and local laws. If you require an accommodation in the application process, please contact Joanne Misiaszek, Director of Human Resources at 413-323-0412.

In processing this Employment Application, the Town may request that an investigative consumer report be prepared, which may include information as to the applicant's character, general reputation, and personal characteristics, obtained through personal interviews with neighbors, friends, and associates. In addition, information may be obtained from former employers and educational institutions that the applicant has attended. A credit bureau report may also be obtained as part of this application and later for purposes of promotion, reassignment, or retention. To the extent a consumer report or an investigative consumer report is required, the applicant will be provided with a separate disclosure and authorization form under the Fair Credit Reporting Act and/or applicable state law for the applicant's execution.

#### Personal Information

Position Applying for: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

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

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Have you ever previously been employed by the Town of Belchertown? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please provide name of department, position and dates of employment:  
\_\_\_\_\_

Are you lawfully authorized to work in the United States?

Yes  No

Are you 18 years old or older?  Yes  No

If no, can you produce an employment certification/working papers?  Yes  No

**I understand that any offer of employment is conditioned upon the satisfactory completion of the verification process as required by the Immigration Reform and Control Act of 1986, and that the Town will only hire those individuals who are legally authorized to work in the United States and who present acceptable proof of their legal right to work in the United States.**

Do you have a valid driver's license?  Yes  No Driver's License State of Issue: \_\_\_\_\_

Do you have a valid MA Commercial Driver's License (CDL)?  Yes  No

If you have a valid MA CDL, list endorsements: \_\_\_\_\_

Available to work (check all that apply)

Full-time  Part-time  Days  Evenings

## Education

### High School

Name, city and state of High School attended: \_\_\_\_\_

Did you graduate?  Yes  No  GED

### College/University

Name, city and state of College/University/Other: \_\_\_\_\_

Years/Semesters Completed: \_\_\_\_\_ Degree: \_\_\_\_\_ Major: \_\_\_\_\_ Did you graduate? \_\_\_\_\_

Name, city and state of College/University/Other: \_\_\_\_\_

Years/Semesters Completed: \_\_\_\_\_ Degree: \_\_\_\_\_ Major: \_\_\_\_\_ Did you graduate? \_\_\_\_\_

Other Training (special courses work-training programs, armed forces training). Give the name and location of training, list certificates achieved subject of training, and any other details related to the position you are applying: \_\_\_\_\_  
\_\_\_\_\_

## Employment Information

Please provide your work experience (including any military service) for the last ten (10) years. Start with your present job, or if not currently working start with your most recent job. List all paid and unpaid, full or part-time work, military service and summer jobs in the past ten (10) years. Jobs held more than ten (10) years ago may be include if relevant to position you are applying for. *Entry of "SEE RESUME" is not acceptable.*

### Most Recent Employer

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Employer: \_\_\_\_\_ City & State: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Position Title: \_\_\_\_\_ List Duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Supervisor's Name & Title: \_\_\_\_\_

Telephone & Email: \_\_\_\_\_ May we contact?  Yes  No

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Employer: \_\_\_\_\_ City & State: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Position Title: \_\_\_\_\_ List Duties: \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Supervisor's Name & Title: \_\_\_\_\_  
Telephone & Email: \_\_\_\_\_ May we contact?  Yes  No

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Employer: \_\_\_\_\_ City & State: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Position Title: \_\_\_\_\_ List Duties: \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Supervisor's Name & Title: \_\_\_\_\_  
Telephone & Email: \_\_\_\_\_ May we contact?  Yes  No

**Professional References**

Please provide at least three (3) professional references not related to you with whom you have worked with and who can provide an assessment of your performance and skills. References listed in this section will be contacted.

**Reference 1**

Name: \_\_\_\_\_ How Known: \_\_\_\_\_

Company: \_\_\_\_\_ Title of position held: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Reference 2**

Name: \_\_\_\_\_ How Known: \_\_\_\_\_

Company: \_\_\_\_\_ Title of position held: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Reference 3**

Name: \_\_\_\_\_ How Known: \_\_\_\_\_

Company: \_\_\_\_\_ Title of position held: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT'S ACKNOWLEDGEMENT**

**PLEASE READ CAREFULLY BEFORE SIGNING THIS EMPLOYMENT APPLICATION.**

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.

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

I certify that all the information provide by me on this Employment Application (and accompanying resume and/or other documents, if any) is true, accurate and complete to the best of my knowledge, and that I have withheld nothing that would , if disclosed, affect this application unfavorably. I understand that any omission misleading or false statement made by me on the Employment Application may result in withdrawal of any job offer or termination of employment.

I understand that an offer of employment may be conditioned upon submitting to and the results of medical examination (to determine ability to safely perform all essential job functions), drug testing to detect the use of illegal drugs to the extent permitted by law, criminal records check and/or background check and for some positions a driving record investigation. I understand that an offer of employment is contingent based on the satisfactory completion of these items.

**I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE STATEMENT AND UNDERSTAND IT.**

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

\_\_\_\_\_  
**Date**

Please submit completed and signed application, resume and cover letter to: [jobs@belchertown.org](mailto:jobs@belchertown.org)