

# TOWN OF HOPKINTON

## HUMAN RESOURCES DEPARTMENT



TOWN HALL  
18 MAIN STREET  
HOPKINTON, MASSACHUSETTS 01748

Telephone: 508-497-9769  
Fax: 508-435-2571  
e-mail: hr@hopkintonma.gov

### APPLICATION FOR EMPLOYMENT

All Applicants MUST submit a completed application to be considered for employment at The Town of Hopkinton. Incomplete applications will not be accepted.

The Town of Hopkinton is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, sexual orientation, disability, marital or veteran status, or any other status protected under local, state or federal laws

Position (s) applied for:		Date of Application:		
How did you learn about us? <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet Advertisement <input type="checkbox"/> Town of Hopkinton Website <input type="checkbox"/> Town of Hopkinton Employee <input type="checkbox"/> Other <input type="checkbox"/> Please list name of paper, website, employee, or other source:				
Last Name		First Name		Middle Initial
Street Address		Unit#	City	State      Zip
Telephone Number(s)		E-Mail:		

Are you legally eligible to work in the United States

Yes    No

*(Proof of eligibility will be required upon offer of employment)*

Are you over 18 years of age? *(If no, you may be required to provide authorization)*       Yes    No

Can you perform the essential functions of this job with or without reasonable accommodation?       Yes    No

*(If you have any questions about the functions of this job, please ask the interviewer before answering this question)*

Please list other positions you have previously applied for in the Town of Hopkinton? \_\_\_\_\_

Have you ever been employed with the Town of Hopkinton before?       Yes    No

If yes, give date(s): \_\_\_\_\_

Do you have relatives working for the Town of Hopkinton?       Yes    No

Are you, or any relative, a member of any Town Board or Commission?       Yes    No

If yes to either, please specify

\_\_\_\_\_

Date Available to Work:	Desired Salary Range:
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Desired Status (Check one):  Full Time  Part Time  Temporary/Internship

Days and Hours Available:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

May we contact your present or most recent employer?  Yes  No

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

Do you have a valid driver's license? (For driving positions only.)  Yes  No

If yes, please provide number: \_\_\_\_\_

Have you ever been fired (not laid off or had your position eliminated) from or asked to resign from a job? If yes, please explain: (Answering yes will not necessarily disqualify you.)  Yes  No

**LIE DETECTOR NOTICE**

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 is subject to criminal penalties and civil liability.

**PRIVACY ACT OF 1974**

Title 5, United States Code Section 552a of the Privacy Acts generally prohibits federal governmental agencies from disclosing information in its possession concerning an individual's education, financial transactions, or criminal and employment history. You will be asked to initial and sign a statement appended to this application, which will ask you to waive specific rights and authorize the Town of Hopkinton as well as other individuals or organizations to release information to allow for evaluation of your suitability for the employment you seek.

Indicate languages you speak, read, and/or write:

	Fluent	Good	Fair
Speak			
Write			
Read			

**EDUCATION**

School	Name & Town of School	Course of Study	# of Years Completed	Diploma/Degree
High School				
Undergraduate				
Graduate/Other				

Please list any academic honors, scholarships, offices held, specialized training, apprenticeships, licenses or skills, including computer skills, etc. (Please do not list any which reflect your race, color, religion, gender, national origin, age, or any items covered in Title VII of the Civil Rights Act)


Have you received any job-related training in the United States Military? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give dates and explanations below.

Start with your last job. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, sex or national origin.

*You must fill in this information. Any derivative of "See Resume" is not acceptable.*

**Dates Employed**

Employer:	From	TO	Work Performed
Telephone: ( )			
Address:			
Job Title:			
Supervisor:			
Reason for Leaving:			
Hourly Rate Salary:			

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Employer:	From	TO	Work Performed
Telephone: ( )			
Address:			
Job Title:			
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Hourly Rate Salary:			

Employer:	From	TO	Work Performed
Telephone: ( )			
Address:			
Job Title:			
Supervisor:			
Reason for Leaving:			
Hourly Rate Salary:			

Account for any full month since leaving school (high school or college) that you were not working:

From Month/Year	To Month/Year	Reason

**I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.**

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APPLICANT'S SIGNATURE

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DATE

## **Applicant Statement**

***Please read this statement carefully and initial each paragraph before signing. If you have any questions, please ask a personnel representative before signing.***

I hereby authorize the Town of Hopkinton, its agents and representatives to investigate my references, work records, education and other matters related to my suitability for employment. I authorize my current and former employers to disclose to the Town of Hopkinton any and all letters, reports and other information pertaining to my employment with them, without giving me prior notice of such disclosure. \_\_\_\_

I hereby release the Town of Hopkinton, its agents and representatives, my current and former employers and employees of my employers, educators, the references I give and all other persons or organizations disclosed by myself from any and all claims, demands or liabilities arising out of or in any way related to investigation or disclosure related to this employment application. \_\_\_\_

I understand and agree that nothing contained in the application or conveyed to me during any interview which may be granted is intended to create an employment contract, implied or explicit, between me and the Town of Hopkinton. \_\_\_\_

I understand and agree that The Town of Hopkinton is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected BY LAW. \_\_\_\_

I understand and agree that *if offered employment*, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the United States. \_\_\_\_

I understand and agree that *if offered employment*, the offer may be contingent on several factors, depending on the position I am offered. These may include my passing a pre-employment physical and alcohol and drug testing, the successful completion of medical and physical abilities tests, and CORI (Criminal Offender Record Information) inquiry. I further may be required to provide proof of certifications, records and licensures as required to perform the duties of the position I am offered, or to attend and successfully complete academy training. \_\_\_\_

I understand and agree that *if I accept employment* with the Town of Hopkinton the employment relationship is strictly voluntary and at our mutual will. I understand that if employed, my employment is for no definite period and may be terminated at any time by myself or the town provided my employment is subject to just cause provision in a contract governing my employment. No promises or representations are binding on the Town of Hopkinton unless made through motion by the Personnel Committee in writing and signed. \_\_\_\_

I understand and agree that *if I accept employment*, I will submit to alcohol or drug testing and periodic medical examinations as a condition of employment if required by law for my position. I agree that the Town of Hopkinton may conduct alcohol or drug screening at its sole discretion with or without notice consistent with applicable laws. I also understand that refusal to submit to alcohol/drug testing if required will be considered a voluntary resignation of employment. \_\_\_\_

I understand and agree that *if I accept employment*, I will follow Human Resources policy regarding Harassment/Sexual Harassment, the Town of Hopkinton Drug Free Workplace policy and other policy as established as a condition of employment for all town employees. \_\_\_\_

I hereby certify that the information and answers given by me are true and complete to the best of my knowledge. I further affirm that any omission or misstatement on this application or on any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. My signature below certifies that I have read and understand this statement and that I agree to the terms and conditions outlined in this document.

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

Name and number of person completing this form if other than applicant: \_\_\_\_\_

\_\_\_\_\_