



# TOWN OF PHILIPSTON

## Application for Employment

### PERSONAL INFORMATION

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

Name: \_\_\_\_\_  

Last
First
Middle

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

Street
City
State/Zip

Phone No. \_\_\_\_\_

How referred: \_\_\_\_\_

### EMPLOYMENT DESIRED

Position:	Date You Can Start:	Salary Desired:
Are you employed now: Yes No	May we contact your current employer: Yes No	
Ever applied to the Town before: Yes No	Where?	When?

### EDUCATION

Name & Location of School	Circle Last Year Completed	Did you graduate?	Subjects Studied & Degree(s) Received
Grammar School			
High School	1 2 3 4		
College	1 2 3 4		
Trade/Business or Correspondence School	1 2 3 4		

### GENERAL

Subjects of special study or research work:
Job related skills (typing, driver's license, etc.)

**FORMER EMPLOYERS** List below your last four employers, starting with the last one:

Date Month and Year	Name & Address of Employer	Salary (upon leaving)	Position	Reason for leaving
From: To:				

**REFERENCES** List below three persons not related to you, whom you have known for at least one year:

Name	Address	Position	Years Acquainted

I hereby certify that the information provided in this application and/or supplemental materials is freely given, true, and complete. I understand that any false, fraudulent, or misleading statements, answers, or information may be sufficient grounds for immediate rejection of my application, denial of employment, disciplinary action or dismissal from service if hired. I authorize the Town of Phillipston to thoroughly investigate my work and educational history and verify data provided on this application or given during the selection process. Furthermore, I also authorize the Town of Phillipston to conduct a criminal background investigation, check my driving record, or contact my present or past employers if necessary. I authorize all past employers mentioned herein to release employment information requested about me. I hereby release the Town of Phillipston, as well as any other agency, school, or company contacted from any liability or damage which may result from obtaining the information requested.

I understand and agree that nothing contained in this application, or conveyed during interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Town. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Town unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Town, and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Town the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the Town's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the Town to hire. If hired, I agree to abide by the Town's work rules, policies and procedures. The Town retains the right to revise its policies or procedures, in whole or in part, at any time.

Signature:		Date:	
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