

TOWN OF HOLLISTON
Holliston Recreation Department
100 Linden Street
Holliston, MA 01746

Date Filed: _____

Position Desired: _____

Full time _____ Part time _____ Temporary _____ Seasonal _____

Name: _____
 (Last) (First) (Middle)

Address: _____
 (Number and Street) (City) (State) (Zip)

****EMAIL ADDRESS** _____ CELL PHONE (if available) _____

Telephone Number: _____ EMAIL _____ Social Security # _____

Emergency Notification: _____ Relationship: _____

Telephone Number: _____ Address: _____

Veteran of U.S. Armed Forces? Yes _____ No _____ If hired, can you furnish proof that you are eligible to work in the United States? Yes _____ No _____

Have you ever worked for the Town of Holliston before?

 (Department) (Title) (Dates)

Have you any relatives working for the Town of Holliston?

 (Department) (Title)

REFERRAL SOURCE: Self _____ Newspaper _____ School _____ Holliston employee _____ (name?) _____

Other _____

PERSONAL REFERENCES: List at least three persons who have known you for more than two years, but are not family members, and may be contacted.

Name	Address	Telephone number	Relationship

CRIMINAL RECORD: Have you ever been convicted of a felony? Yes _____ No _____

Give details of past felony convictions.

Have you ever been convicted of a misdemeanor within the last five years other than a first conviction for drunkenness, simple assault, affray, speeding, a minor traffic violation, or disturbance of the peace? Yes _____ No _____ Give details of past felony convictions.

Conviction will not necessarily disqualify an applicant from employment. An applicant for employment with a sealed record on file with the Commissioner or Probation may answer "no record" with respect to an inquiry herein relative to prior convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecution.

QUALIFICATIONS AND EXPERIENCE:

School	Name, Address, State	Years Attended	Degree
High School or Vocational School			
College			
Graduate School			
Trade or Business School			
Other Courses?			

SKILLS AND CERTIFICATIONS:

License	Enter state of issue, number and expiration date
Valid driver's license (Class D Auto)	
Valid CDL license (Class A or B)	
Other	

List other skills, talents, and proficiencies you possess which may be applicable:

EXPERIENCE:

(In listing prior work experience, you may include work performed on a volunteer basis.)

Employer:	Address:
Telephone:	Your title:
Supervisor:	Dates worked:
Salary received:	Reason for leaving:
Primary duties:	

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Telephone:	Your title:
Supervisor:	Dates worked:
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Salary received:	Reason for leaving:
Primary duties:	

The information I have provided is true and complete. I understand that misrepresentation or omission of any relevant fact in my application, resume or in any materials or as provided in interviews, can be justification for refusal of employment or can be justification for termination of employment if I am employed.

I understand that any offer of employment that I receive from the Town of Holliston is contingent upon my successful completion of the pre-employment screening process including but not limited to the Town of Holliston receiving satisfactory references, a satisfactory criminal history or Criminal Offense Record ("CORI Check").

I understand that the Town of Holliston 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 of Holliston to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including 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 all of those persons, employers, references, academic institutions and law enforcement agencies from any and all liability arising from their giving and receiving information about my employment history, academic credentials, qualifications or criminal record in connection with my application for employment with the Town of Holliston.

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 (Massachusetts General Laws Chapter 149, Section 19B).

My signature below certifies that I have read and agree with the above statements and all statements contained in this Application for Employment.

Applicant's signature _____ Date: _____

PERSONNEL USE ONLY

Job Title _____

Grade & Step _____

Starting Date _____

Starting Salary _____

Prior Service Time Credited _____

Employing Department/Agency _____