



## Town of Berlin, Massachusetts

### APPLICATION FOR EMPLOYMENT

Office of the Town Administrator

23 Linden Street, Berlin MA 01503

[selectmen@townofberlin.com](mailto:selectmen@townofberlin.com)

Thank you for your interest in employment with the Town of Berlin. The Town is an Equal Opportunity/Affirmative Action Employer and does not discriminate in hiring or employment on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other basis protected by federal, state or local laws. No question on this application is intended to secure information to be used for such discrimination. This application will be given every consideration, but its receipt does not guarantee employment.

#### INSTRUCTIONS

1. For consideration, applications must be completed and signed in **INK** and returned to the mailing address above or scanned and emailed to the email address above by the advertised deadline.
2. Answer each question in this application fully and accurately *even if* a resume is being submitted.
3. A separate application must be submitted for each position you are applying for.

#### GENERAL INFORMATION

Position applying for: \_\_\_\_\_ Application date: \_\_\_\_\_  
(mm/dd/yyyy)

Date available for work: \_\_\_\_\_ (mm/dd/yyyy)

Referral source: ☐ Newspaper Ad ☐ Online Ad ☐ Town Website ☐ Town Social Media Site  
☐ Employee ☐ Relative ☐ Employment Agency ☐ Other \_\_\_\_\_

#### APPLICANT INFORMATION

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

Address: \_\_\_\_\_  
Street #/Street Unit City/Town State Zip Code

Telephone: Home \_\_\_\_\_ Mobile \_\_\_\_\_ E-mail: \_\_\_\_\_

Are you a United States Citizen or otherwise eligible for employment in the United States? ☐ Yes ☐ No

*The Town will hire only individuals who are legally authorized to work in the United States, present acceptable proof of their lawful employment status and identity, and complete an I-9 form.*

Are you age 18 or older? ☐ Yes ☐ No

Are you currently, or have you ever been employed by the Town of Berlin? ☐ Yes ☐ No

If yes: Department: \_\_\_\_\_ Dates: From \_\_\_\_\_ to \_\_\_\_\_

Have you served in the U.S. Armed Forces? ☐ Yes ☐ No (optional)

Do you have a family member working for the Town? ☐ Yes ☐ No If yes, please list their name and department:

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

## QUALIFICATIONS AND SKILLS

Please review the functions of the position as outlined in the job description. Are you able to perform all of the essential duties of the position for which you are applying? ☐ Yes ☐ No

Do you possess a valid Driver's license? ☐ Yes ☐ No (answer if position applied for requires driver's license)

List any machinery or heavy equipment that you have operated efficiently: \_\_\_\_\_

Special qualifications and skills, licenses or certificates, memberships in professional organizations, etc. \_\_\_\_\_

## EMPLOYMENT HISTORY

- Include summer and part-time work, and any periods of unemployment. You may include in your work history verified volunteer work performed. List only employment within the United States.
- A resume may be attached but DO NOT refer to the resume when completing any sections of this application. (USE ADDITIONAL SHEETS IF NECESSARY).
- Providing salary information for prior positions is optional.

Employer Name: \_\_\_\_\_ Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Position held (title): \_\_\_\_\_ Describe work performed: \_\_\_\_\_

Base annual salary (without overtime) Beginning \$ \_\_\_\_\_ Ending \$ \_\_\_\_\_

Reason(s) for leaving or seeking other employment: \_\_\_\_\_

May we contact this employer? ☐ Yes ☐ No

Employer Name: \_\_\_\_\_ Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Position held (title): \_\_\_\_\_ Describe work performed: \_\_\_\_\_

Base annual salary (without overtime) Beginning \$ \_\_\_\_\_ Ending \$ \_\_\_\_\_

Reason(s) for leaving or seeking other employment: \_\_\_\_\_

May we contact this employer? ☐ Yes ☐ No

Employer Name: \_\_\_\_\_ Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Position held (title): \_\_\_\_\_ Describe work performed: \_\_\_\_\_

Base annual salary (without overtime) Beginning \$\_\_\_\_\_ Ending \$\_\_\_\_\_

Reason(s) for leaving or seeking other employment: \_\_\_\_\_

May we contact this employer? ☐ Yes ☐ No

Have you ever been dismissed or asked to resign from any position? ☐ Yes ☐ No

If yes, from which employer/position? \_\_\_\_\_ Provide details: \_\_\_\_\_

#### EDUCATION\*

Type of School	Name of School	City/State	Course Major	Number of Years Completed	Graduate? List Degrees
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High School: \_\_\_\_\_

College: \_\_\_\_\_

Graduate School: \_\_\_\_\_

Additional education and/or vocational, technical, or military training relevant to the position being applied for: \_\_\_\_\_

\*You may elect to not answer if irrelevant to the requirements of the position you are applying for.

#### REFERENCES

Please provide three (3) PROFESSIONAL references. References should be former supervisors who can comment on your past job performance. You will be notified before references are contacted.

Name and occupation	Address	Phone
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

**PLEASE READ CAREFULLY BEFORE SIGNING PAGE 4.** If you have any questions regarding this statement, please ask them before signing.

In the event of employment to a position with the Town, I will comply with all the rules and regulations as set forth in the Town's policies, by-laws, or communications distributed to all employees, which may be changed without notice at the discretion of the Town. Additionally, I authorize the Town to supply my employment record in whole or part, and in confidence, to any prospective employer, government agency, or other parties.

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

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably.

I understand and agree that if I am offered employment, the offer may be subject to successful completion of a pre-employment physical examination with respect to essential functions of the position I have applied for, a Criminal Offender Records Information (CORI) check, a credit report, and/or a background check. I further understand that my offer of employment will be as an employee-at-will and that no employment contract rights have been created. (This statement does not necessarily apply to those employees who, if hired, will be members of a collective bargaining agreement or employed under an individual employment contract.) I also understand and agree that my employment may be terminated at any time with or without cause (subject to the collective bargaining agreement or employment contract, if applicable) and with or without advance notice at the option of either the Town or myself. I also understand that no supervisor, manager, or another representative of the Town has any authority to enter into any express or implied contract for employment for any specific period of time. Any agreement contrary to the above must be in writing and must expressly state that it is a contract and be signed by the appointing Authority for my position within the Town.

I hereby acknowledge that I have read and understand the above statement.

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Signature of Applicant

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Date

I CERTIFY THAT ALL ANSWERS GIVEN AND STATEMENTS MADE BY ME ON THIS APPLICATION ARE TRUE, ACCURATE, AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND THAT ANY FALSE OR MISLEADING ANSWERS OR ANY QUESTIONS OR ANY OMISSION OR CONCEALMENT OF FACTS WILL DISQUALIFY ME FROM CONSIDERATION FOR EMPLOYMENT OR MAY RESULT IN IMMEDIATE DISCHARGE.

I hereby acknowledge that I have read the above statement and understand the same.

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Signature of Applicant

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Date