



Town of Berlin  
Berlin, Massachusetts 01503  
Employment Application

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, sexual orientation, age, martial, veteran status, of the presence of a non-job-related medical consideration.

Please Print

Date of Application \_\_\_\_\_

Position(s) Applying for \_\_\_\_\_

On what date would you be available for hire? \_\_\_\_\_

**Personal Data**

Name \_\_\_\_\_

Address \_\_\_\_\_

Social Security Number \_\_\_\_\_

Telephone (please indicate home or cell) \_\_\_\_\_

Check one: U.S. Citizen Yes \_\_\_\_\_ NO \_\_\_\_\_ Resident Alien \_\_\_\_\_

Verified by: Passport \_\_\_\_\_ Green Card \_\_\_\_\_ SSN # \_\_\_\_\_ Driver's License \_\_\_\_\_

If employed, and you are under 18, have you furnished a work permit? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you filed an application or have been employed by the Town of Berlin previously?

Yes \_\_\_\_\_ If yes, please provide date \_\_\_\_\_ No \_\_\_\_\_

**Education**

High School Name and Address (years are not required) \_\_\_\_\_

Or Years Completed (please circle) 9 10 11 12

Degree Received \_\_\_\_\_

College/University (ies) \_\_\_\_\_

Or Years Completed (please circle) 1 2 3 4

Degree(s) Received \_\_\_\_\_

Graduate/Professional \_\_\_\_\_

Degree(s) Received \_\_\_\_\_

If you possess an Occupational License, Registration, Certification, etc., that you want considered, please attach a copy or list the exact title, date of expiration, etc)

\_\_\_\_\_  
\_\_\_\_\_

**Employment Experience**

Former or current employer

Name of company \_\_\_\_\_

Person to contact \_\_\_\_\_

Address/Phone Number \_\_\_\_\_

Dates of Service \_\_\_\_\_

Former or current employer

Name of company \_\_\_\_\_

Person to contact \_\_\_\_\_

Address/Phone Number \_\_\_\_\_

Dates of Service \_\_\_\_\_

Former or current employer

Name of company \_\_\_\_\_

Person to contact \_\_\_\_\_

Address/Phone Number \_\_\_\_\_

Dates of Service \_\_\_\_\_

List professional, trade, business, or civic activities and offices held:

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**References (not related to you and not previous employers)**

Name \_\_\_\_\_

Title \_\_\_\_\_

Address/Phone Number \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Address/Phone Number \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Address/Phone Number \_\_\_\_\_

**State any additional information you may feel be helpful to us in considering your application:** \_\_\_\_\_

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**Applicant's Statement:**

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that any false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Town of Berlin.

I also understand that my subsequent hiring is conditional on a satisfactory CORI check, as needed. If I refuse to provide authorization for a CORI check, I understand that I will not be considered for the position(s).

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

\_\_\_\_\_  
Date