# TOWN OF BILLERICA

## PERSONNEL OFFICE

365 Boston Road, Billerica, MA 01821 978-671-0942 \* Fax 978-671-0947

# www.town.billerica.ma.us APPLICATION FOR EMPLOYMENT

## An Equal Opportunity/Affirmative Action Employer

The Town of Billerica is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, sexual orientation or any other class protected by federal, state, or local law. Any person who needs assistance in fully participating in the application process should contact Billerica Town Manager's Office.

PERSONAL INFORMATION									
Name:				Pate:					
Address:									
City:			State:	ZIP Code:					
Telephone Nu	ımber: (Home)	(Work)	(	Cell)					
E-Mail Addres	ss:								
Are you autho	Are you authorized to work in the United States on an unrestricted basis?YESNO								
Are you over	age 18? YES	NO *							
*The Town o Educational C	*The Town of Billerica is subject to certain child labor laws regarding employment of persons under the age of 18. An Employment Permit or Educational Certificate may be required. If under the age of 18, please indicate your date of birth								
EMPLOYM	MENT DESIRED								
Position Appli	Position Applied for: Date available:								
Full Time:	Full Time: Part Time: Seasonal:								
Have you eve	Have you ever been an employee of the Town of Billerica? NOYES Where? When?								
Where did yo	Where did you hear about the position?								
EDUCATION	ON								
School	Name	Address, City, State	Main Course of Study	Years Attended	Degree				
High School									
College									
Graduate									
Special Training									
	ional education or training:			•	•				
MILITARY CERVICE INFORMATION									
MILITARY SERVICE INFORMATION  Veteran Disabled Veteran Vietnam Era Veteran									
Branch of Service: Date of Service:									
Nature of duties, special training, and honors received:									

## **CERTIFICATES AND LICENSES**

Do you have a valid driver's license? _	YES _	NO	License Number		Expiration Date		
Do you have a valid CDL license?	YES	NO	License Number		Expiration Date		
List any professional licenses, registration	s or certificat	ions that you	possess:				
License License License License		License License	es Number es Number es Number es Number		Expiration Date Expiration Date Expiration Date Expiration Date		
EMPLOYMENT HISTORY  Begin with your most recent employment may include any verifiable work performed.	, including an	y present emp	oloyment. Your pres	ent employer will not			
Employer:					May we contact?	YES	NO
Street Address:					Job Title:		
City:		State:	Zip	Code:	Specific Duties:		
Supervisor:							
Reason for Leaving:							
Dates Employed: (Start)	(End)		Salary:				
Employer:					May we contact?	YES	NO
Street Address:					Job Title:		
City:		State:	Zip	Code:	Specific Duties:		
Supervisor:							
Reason for leaving:							
Dates Employed: (Start)	(End)		Salary:				
Employer:					May we contact?	YES	NO
Street Address:					Job Title:		
City:		State:	Zip	Code:	Specific Duties:		
Supervisor:							
Reason for Leaving:							
Dates Employed: (Start)	(End)		Salary:				
Employer:					May we contact?	YES	NO
Street Address:					Job Title:		
City:		State:	Zip	Code:	Specific Duties:		
Supervisor:							
Reason for Leaving:							
Dates Employed: (Start)	(End)		Salary:				

Name	Address		Telephone Number	Occupation	Years Acquainted
RIMINAL HIST	ORY				
. Have you ever beer	convicted of a criminal off	ense? YES	NO/NO RECORD (R	ead below before respor	nding)
If you answered yes	s, please state the date(s) of	of the charge(s) and fina	l disposition(s)		
nder Maccachucotto	aw you may answer "NO B	ECODD" above if any of	the following circumstans	es are applicable.	
	_aw you may answer "NO R een convicted for a violatio		the following circumstance	es are applicable:	
	cen convicted for a violatio				
<ul> <li>You have a first of</li> </ul>	conviction for any of the foll	owing misdemeanors: d	runkenness, simple assault	., speeding, minor traffic	c violations, affray, or
disturbance of the	e peace.				
disturbance of the You have been co	e peace. onvicted of misdemeanors v	where the date of convic	tion or the termination of i	ncarceration, if any, occ	
disturbance of the You have been con before the date o	e peace. onvicted of misdemeanors v f this application and you h	where the date of convicted ave not been convicted	tion or the termination of i of a criminal offense withir	ncarceration, if any, occ n this five year period.	
disturbance of the You have been controlled before the date of You have a felony	e peace. privicted of misdemeanors v f this application and you h or misdemeanor convictio	where the date of conviction ave not been convicted in which has been sealed	tion or the termination of i of a criminal offense within I pursuant to Massachuset	ncarceration, if any, occ n this five year period. ts Law.	curred more than five years
disturbance of the You have been con before the date on You have a felon You have a deline	e peace.  privicted of misdemeanors with this application and you his or misdemeanor conviction are on as a child in need	where the date of convict ave not been convicted in which has been sealed of services which did no	tion or the termination of i of a criminal offense within I pursuant to Massachuset ot result in complaint trans	ncarceration, if any, occ n this five year period. ts Law. ferred to the superior co	curred more than five years
disturbance of the You have been con before the date on You have a felony You have a deline	e peace. privicted of misdemeanors v f this application and you h or misdemeanor convictio	where the date of convict ave not been convicted in which has been sealed of services which did no	tion or the termination of i of a criminal offense within I pursuant to Massachuset ot result in complaint trans	ncarceration, if any, occ n this five year period. ts Law. ferred to the superior co	c violations, affray, or curred more than five years ourt for criminal prosecution
disturbance of the You have been con before the date of You have a felong You have a delined. The Town of Billeric	e peace.  privicted of misdemeanors with this application and you his or misdemeanor conviction are on as a child in need	where the date of convicted ave not been convicted in which has been sealed of services which did not the Criminal Offense Records.	tion or the termination of it of a criminal offense within a pursuant to Massachuset of result in complaint transcord Information (C.O.R.I.	ncarceration, if any, occ n this five year period. ts Law. ferred to the superior co	curred more than five years
disturbance of the You have been considered the date of You have a felong. You have a delined. The Town of Billeric C. A conviction will not	e peace.  privicted of misdemeanors with this application and you had not a misdemeanor conviction and you had not a misdemeanor conviction and you had not a misdemeanor conviction as a child in need at a, if applicable, will review	where the date of convicted ave not been convicted in which has been sealed of services which did not the Criminal Offense Recast an applicant for employed	tion or the termination of it of a criminal offense within a pursuant to Massachuset of result in complaint transcord Information (C.O.R.I.	ncarceration, if any, occ n this five year period. ts Law. ferred to the superior co	curred more than five years
disturbance of the You have been considered the date of You have a felong You have a delined.  The Town of Billeric C. A conviction will not the Considered the Considered the Young the Y	e peace.  convicted of misdemeanors with this application and you had not misdemeanor conviction and you had not misdemeanor conviction and you had not misdemeanor conviction as a child in need that it is applicable, will review the necessarily disqualify me and the conviction of the peace	where the date of convictave not been convicted in which has been sealed of services which did not the Criminal Offense Recas an applicant for emplo	tion or the termination of i of a criminal offense within I pursuant to Massachuset ot result in complaint trans cord Information (C.O.R.I.	ncarceration, if any, occ n this five year period. ts Law. ferred to the superior co	curred more than five years
disturbance of the You have been considered the date of You have a felong You have a delined. The Town of Billeric C. A conviction will not IN CASE OF EME	e peace. convicted of misdemeanors we feel this application and you held or misdemeanor conviction quency or as a child in need that, if applicable, will review at necessarily disqualify me at the ERGENCY, PLEASE N	where the date of convictave not been convicted in which has been sealed of services which did not the Criminal Offense Reas an applicant for emplo	tion or the termination of it of a criminal offense within I pursuant to Massachuset ot result in complaint transcord Information (C.O.R.I. byment.	ncarceration, if any, occ n this five year period. ts Law. ferred to the superior co ).	curred more than five years
disturbance of the You have been considered the date of You have a felong You have a delined. The Town of Billeric C. A conviction will not the Considered t	e peace. convicted of misdemeanors we feel this application and you held or misdemeanor conviction quency or as a child in need that, if applicable, will review to necessarily disqualify me at the ERGENCY, PLEASE N	where the date of convictave not been convicted in which has been sealed of services which did not the Criminal Offense Recas an applicant for employed NOTIFY	tion or the termination of i of a criminal offense within I pursuant to Massachuset ot result in complaint trans cord Information (C.O.R.I. byment.	ncarceration, if any, occ n this five year period. its Law. ferred to the superior co ).	curred more than five years
disturbance of the You have been controlled before the date on the You have a felony You have a deline of the Town of Billeric of the Town of Billeric of the Town of Billeric of the Town	e peace. convicted of misdemeanors we feel this application and you help or misdemeanor conviction quency or as a child in need to a, if applicable, will review to necessarily disqualify me at the conviction of	where the date of convictave not been convicted in which has been sealed of services which did not the Criminal Offense Recas an applicant for employed MOTIFY  City:	tion or the termination of i of a criminal offense within I pursuant to Massachuset ot result in complaint trans cord Information (C.O.R.I. byment.	ncarceration, if any, occ n this five year period. its Law. ferred to the superior co ).	curred more than five years
disturbance of the You have been considered the date of You have a felong. You have a delined. The Town of Billeric C. A conviction will not the Considered	e peace. convicted of misdemeanors we feel this application and you held or misdemeanor conviction quency or as a child in need that, if applicable, will review to necessarily disqualify me at the ERGENCY, PLEASE N	where the date of convicted on which has been sealed of services which did not the Criminal Offense Recas an applicant for employed City:  City:  SCREENING	tion or the termination of i of a criminal offense within I pursuant to Massachuset ot result in complaint trans cord Information (C.O.R.I. oyment.  Relation	ncarceration, if any, occ this five year period. ts Law. ferred to the superior co ).	curred more than five years  ourt for criminal prosecutio  Zip Code:
disturbance of the You have been control before the date on You have a felony You have a deline The Town of Billeric A conviction will not CASE OF EME District Control CONTRO	e peace. convicted of misdemeanors we feel this application and you help or misdemeanor conviction quency or as a child in need to a, if applicable, will review to necessarily disqualify me at the temperature of the period of	where the date of convictave not been convicted in which has been sealed of services which did not the Criminal Offense Recas an applicant for employed MOTIFY  City:  SCREENING wn of Billerica may specific are not convicted in the convicted in the convicted in the convicted in the criminal Offense Recas an applicant for employed in the convicted in the convicte	tion or the termination of i of a criminal offense within I pursuant to Massachuset ot result in complaint trans cord Information (C.O.R.I. oyment.  Relation	ncarceration, if any, occ this five year period. ts Law. ferred to the superior co ).	curred more than five years ourt for criminal prosecutio
disturbance of the You have been co before the date o You have a felony You have a deline The Town of Billeric A conviction will not CASE OF EME Dame:  Gelephone Number:  Gelephone Number:  Gelephone of employment  an offer of employment  Il offers of employment	e peace. convicted of misdemeanors were this application and you have or misdemeanor conviction quency or as a child in need to a, if applicable, will review to necessarily disqualify me at the temperature of the period of the	where the date of convictave not been convicted in which has been sealed of services which did not the Criminal Offense Recas an applicant for employed MOTIFY  City:  SCREENING wn of Billerica may specific seactory completion of a service of conviction of convictio	tion or the termination of it of a criminal offense within a pursuant to Massachusett of result in complaint transcord Information (C.O.R.I. pyment.  Relation  The transcord is a contingent upon the properties of the transcord is a contingent upon the properties of the transcord is a contingent upon the properties of the properties of the transcord is a contingent upon the properties of	ncarceration, if any, occ this five year period. ts Law. ferred to the superior co ).	curred more than five years ourt for criminal prosecution  Zip Code:

All offers of employment are conditional upon satisfactory completion of pre-employment drug test as it relates to the requirements of a specific job.

Refusal to submit to such screening or failure to qualify according to the minimum standards established by the Town of Billerica may disqualify me from further consideration for employment.

#### IMMIGRATION REFORM AND CONTROL ACT REQUIREMENT

In compliance with the Immigration and Reform and Control Act of 1986, you will be required to provide approved documentation that verifies your right to work in the United States prior to employment. Please be prepared to provide this documentation if you are offered and accept a position with us.

#### LIE DETECTOR TEST

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. (MGL Chapter 149, Section 19B)

#### **AT-WILL EMPLOYMENT**

It is understood that unless you attain permanent status pursuant to MGL Chapter 31 or are subject to the terms of a collective bargaining agreement, employment will be at-will, which means that both the Town or you are free to terminate the employment relationship at any time for any non-statutorily prohibited reason or for no reason at all, with or without notice.

#### **RELEASE AND CERTIFICATION**

- A. I understand that acceptance of this application by the Town of Billerica does not imply that I will be employed.
- B. This application may be used for internal promotional purposes.
- C. The information that I have provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, related employment forms, or in any other materials; or as provided during interviews, can be justification for refusal of employment or can be justification for termination of employment at any time.
- D. I understand that any offer of employment from the Town of Billerica is contingent upon my successful completion of the pre-employment screening process including but not limited to: receiving satisfactory references; a satisfactory criminal history and C.O.R.I., if required; satisfactory verification of driver's license, certifications, and/or other licenses where required; satisfactory completion of a health questionnaire; and satisfactory completion of post-offer pre-employment physical and/or drug test where required.
- E. I authorize the Town of Billerica to obtain my educational record, employment records, military record, character references and any other information concerning character, ability and habits and all other necessary information.
- F. I hereby release my present and former employers and all other individuals contacted for information from all liability or damage those individuals who provide information about me.
- G. I understand that if charged or convicted of a felony that I agree to notify my supervisor immediately. I understand that if employed, my continued employment will be subject to periodic performance evaluations. I agree to follow and abide by all applicable municipal, state and federal laws, rules, regulations, policies and procedures.

## CAREFULLY READ ALL PARTS OF THIS APPLICATION BEFORE SIGNING

SIGNATURE  My signature certifies that I read and agree with all statements contained in this application for employment.					
Signature of Applicant	Date				
Print Name					