



TOWN OF NORFOLK

ONE LIBERTY LANE
 NORFOLK, MASSACHUSETTS 02056
<http://www.norfolk.ma.us/>
 508-440-2826

EMPLOYMENT APPLICATION

Human Resources Department

An Equal Opportunity/Affirmative Action Employer

Note: The Town does not discriminate in employment on the basis of race, color, religion, national origin, sex, sexual orientation, genetic information, ancestry, handicap, age, or any other status prohibited by law.

Instructions: You must submit a separate application for each position for which you are applying. Please answer each question as thoroughly and accurately as possible.

Please note that you are free to reference and include an attached resume with your Employment Application to avoid duplicating your responses, but please make sure all of the information requested by the Town is provided in either the Employment Application or the attached resume.

Please fill out the application, then print, sign and mail or email the application and any resume referenced in the application to: Address and email address.

Date of Application	Date Available for Work	Position For Which You Are Applying (as listed on job posting):
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PERSONAL DATA

Last Name	First Name	MI	E-Mail Address: REQUIRED:
Present Address (<i>Street, City, State, Zip</i>)			Telephone number
How were you referred to the Town?	If you are related to anyone employed by the Town of Norfolk, please provide the employee's name and department: (<i>the purpose of this question is to avoid a "conflict of interest" per M.G.L. c.268A</i>)		
Have you ever previously been employed by the Town of Norfolk?	If the answer is yes, please specify the following: Dates employed: Department: Position:		
Are you registered with Civil Service?	If the answer is Yes, please list all Civil Service exams taken and state whether passed or failed:		

MILITARY STATUS:

Are you a veteran of the United States Armed Forces?

If you answered Yes, what branch and what were your dates of service?

Briefly describe your duties:

Rank at discharge:

Current duty status and/or discharge status:

Are you eighteen (18) years of age or older? Yes No

If you are under eighteen (18) years of age and employed by the Town, you will be required to obtain a work permit.

DRIVER'S LICENSE:

Some positions require a valid Massachusetts driver's license. If you wish to be considered for such a job, please complete this section:

Do you have a valid Massachusetts driver's license?

If the answer is yes, what class(es)? (Note: The most common is the passenger (Class D) license, which allows an individual to legally operate a passenger vehicle, van or small truck).

Which, if any, endorsements to your license do you have?

EDUCATIONAL RECORD:

High School/Vocational School or equivalent (<i>Name, Location</i>)	Did you graduate? Yes No	Course of Study:
College (<i>Name, Location</i>)		

Did you graduate? Yes No	Major	Minor	Degree Received
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Graduate School/Additional Schooling (<i>Name, Location</i>)			
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Did you graduate? Yes No	Major	Minor	Degree Received
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Additional training or skills (<i>languages, programming, secretarial, trade licenses, certifications, etc.</i>):			
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Membership in Professional or Trade Associations or Societies:			
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EMPLOYMENT RECORD:

List present or most recent position first. You may include any verified work you have performed on a volunteer basis.

Employer's name		Address (<i>City, State, Zip</i>)	
Dates Employed	Position		
Describe your duties:			
Reason for leaving:	Supervisor and Title	Contact Information	May we contact this employer? Yes No

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Reason for leaving:	Supervisor and Title	Contact Information	May we contact this employer? Yes No
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Date Employed	Position
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Describe your duties:

Reason for leaving:	Supervisor and Title	Contact Information	May we contact this employer? Yes No
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PROFESSIONAL REFERENCES

Name three persons with whom you have had a professional relationship who can attest to your professional abilities.

Name	Relationship	Occupation/Title	Contact number and/or email

In case of emergency notify:

Name	Address (<i>Street, City, State</i>)	Telephone number
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Please review the duties of the position as outlined in the job posting. Are you able to perform all of the essential functions of the position for which you are applying? Yes No
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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.

Applicant Certification:

I hereby certify that the information provided in this application for employment is true and complete to the best of my knowledge and I understand that any false or misleading information on this application or during interviews may result in immediate discharge. I understand that all appointments are probationary and that I must demonstrate my fitness for continued employment during the probationary period. I also understand that I may need to be available from time to time for work outside normal business hours as the needs of the department require. In addition, I agree to take a physical examination given by an appointed Town physician, which may include testing for drugs or a psychological evaluation when required, and recognize that any offer of employment may be contingent upon the results of such examinations. I understand that any employment offer by the Town is conditional upon my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986. I authorize the investigation of all statements contained in this application and authorize all persons and companies named above, excepting my present employer if so noted, to furnish any information regarding me whether or not it is on record and hereby release them from all liability for damages for providing this information.

Applicant Signature: _____ Date: _____

Electronic Signature: By checking this box, you agree that the electronic signature appearing above on this application is the same as a handwritten signature for the purposes of validity, enforceability and admissibility.
