

CITY OF METHUEN
Methuen, Massachusetts 01844



APPLICATION

POSITION APPLYING FOR: _____

(Print or type) (Last) (First) (Middle)

Permanent address _____
(Number and Street) (City or Town) (State) (Zip Code)

Telephone number _____
(Write office exchange in full)

If you have lived at the above address less than 12 months list previous address:

(Number and Street) (City or Town) (State) (Zip Code)

Are you legally authorized to work in the U.S.? Yes _____ No _____
(Proof of citizenship or immigration status will be required within three business days of employment)

If you are under 18, can you furnish a work permit? Yes _____ No _____

Do you have adequate means of transportation to get to work on time each day and when called in on short notice? Yes _____ No _____

Date you can begin work _____

Shifts you can work – 1st (6:00 a.m. – 2:00 p.m.) _____ 2nd (2:00 p.m. – 10:00 p.m.) _____ Other _____

Will you work overtime whenever scheduled or requested? Yes _____ No _____

Business machines you can operate:

Long range occupational goals:

Have you taken a Civil Service Exam: Yes _____ No _____

If yes, please identify the exam taken, the date on which it was taken, and your results on the exam.

(Date) (Exam) (Results)

HIGH SCHOOL

Name of school and location	Number of years Completed	Diploma Yes ____ No ____	Program
-----------------------------	---------------------------	-----------------------------	---------

COLLEGE AND PROFESSIONAL TRAINING

(If applicable)

Preparatory institution(s) with location(s)	Number of years completed	Semester hours credit	Specific name of degree	MAJOR SUBJECT(S) & semester hours credit	MINOR SUBJECT(S) & semester hours credit
Undergraduate work					
Graduate work					
<i>Special work</i>					

EMPLOYMENT HISTORY

(Verified volunteer work may be listed and noted)

Company name and location <i>(Last Position first and so on)</i>	Dates from / to	Position held	Salary	Supervisor	Reason for leaving	Work phone #
1.	/					
2.	/					
3.	/					
4.	/					
5.	/					

Comments regarding lapses in employment, if applicable _____

Have you ever been discharged from your job or forced/asked to resign? Yes _____ No _____

Make any comments you feel we should know when we contact your previous employers: _____

REFERENCES

Full name	Official position	Address (Number and street) (City-Town, State)	Phone number
1.			
2.			
3.			

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

An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and 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."

If yes, give details.

Within the last five years have you been convicted of a misdemeanor which was *not* a first conviction for drunkenness, simple assault, speeding, a minor traffic violation, an affray, or disturbing the peace?

Yes _____ No _____

If yes, give details.

Have you completed a period of incarceration within the past five years for any misdemeanor which was *not* a first conviction for drunkenness, simple assault, speeding, a minor traffic violation, an affray, or disturbing the peace?

Yes _____ No _____

If yes, please state whether you were convicted more than five years ago for any offense which was *not* a first conviction for drunkenness, simple assault, speeding, a minor traffic violation, an affray, or disturbing the peace.

(A conviction record may not necessarily be a bar to employment. Factors such as age at time of the offense, seriousness and nature of the violation, and rehabilitation may be taken into account.)

ANY FALSE STATEMENTS OR MATERIAL OMISSIONS ON THIS APPLICATION MAY BE GROUNDS FOR DENIAL OF EMPLOYMENT, TERMINATION OF EMPLOYMENT (IF AN OFFER OF EMPLOYMENT IS EXTENDED), OR RESCISSION OF ANY EMPLOYMENT CONTRACT.

APPLICATIONS ARE HELD ON FILE FOR ONE YEAR. IT IS THE APPLICANT'S RESPONSIBILITY TO UPDATE HIS/HER APPLICATION ANNUALLY

I hereby state that the information given by me in this application is true in all respects. I understand that if I am employed and the information is found to be false in any respect, I will be subject to dismissal without notice at any time. I hereby authorize my former employers to release information pertaining to my record, my work habits, and my work performance while in their employ. I hereby authorize the individuals listed as personal references to release any personal information that may pertain to my work habits or work performance.

I understand that 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.

I understand and agree that if I am offered employment by the City of Methuen my employment will be for no definite term and that either I or the City of Methuen will have the right to terminate the employment relationship at any time, with or without cause, and with or without notice. I also understand that this status can only be altered by a written contract of employment that is specific as to all material terms and is signed by my Collective Bargaining Unit and the Mayor, for the City of Methuen. Statements made in this application are made under the pains and penalties of perjury.

(Signature)

(Date)

Please return to:
City of Methuen
Human Resources
41 Pleasant Street
Methuen, MA 01844

The City of Methuen is an equal opportunity/affirmative action employer and service provider. It is our policy not to discriminate on the basis of race, color, national origin, ancestry, sex, sexual orientation, religious creed, genetics, veteran status, disability, or age in our programs, activities, and employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policy:

***Colleen M. McCarthy, HR Director
41 Pleasant Street, Methuen, MA 01844
978-983-8576***