



TOWN OF NORTHFIELD

Employment Application

www.northfieldma.gov

69 MAIN STREET, NORTHFIELD, MASSACHUSETTS 01360

Phone: 413-498-2901 Fax: 413-498-5103

An Equal Opportunity/Affirmative Action Employer

The Town of Northfield 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, protected genetic information, gender identity, 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 the Town of Northfield Selectboard Office.

A fully completed application is required for each position applied for. Also, "see resume" is not acceptable in any field.

I. Contact Information.

Name		Date	
Address	# and Street	City and State	Zip Code
Home Telephone	Cell Phone	email	

II. Position Applying For (Please specify position title or job category).

How did you hear about the position?

Are you available to work ☐ Full-time ☐ Part-time ☐ Other

Have you ever been employed by the Town of Northfield? When? What department?

Do you have any relatives working for the Town? If "yes", who?

If hired, can you provide proof of citizenship or legal right-to-work? ☐ Yes ☐ No

Are you on a layoff and subject to recall? ☐ Yes ☐ No

Are you a veteran of the U.S. Armed Services? ☐ Yes ☐ No

III. Education.

School	Name, Address, City, State	Dates Attended	Diploma, Degree/Certification
High School			
College			
Graduate School			
Trade, Business, Night Courses			
Military Service, Other Training			

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IV. Licenses (Please list all licenses you possess that are relative to the position you seek). A valid license is a condition of employment, where required.

Do you have a valid driver's license (Class D Auto)? ✓Yes _____ ✓No _____ If yes, enter expiration date _____

Do you have a valid CDL license (Class A or B)? ✓Yes _____ ✓No _____ If yes, enter expiration date _____

Do you have a valid Hydraulic license? ✓Yes _____ ✓No _____ If yes, enter expiration date _____

What other valid licenses or certifications do you possess (job related)? _____

V. Office Skills (If applicable).

Check the column that you feel best describes your knowledge:

Skill	✓Beginner	✓Intermediate Level	✓Advanced Level
Knowledge of Word Processing			
Knowledge of Spreadsheets			
Knowledge of Databases			
Automated Accounting System Knowledge			
Bookkeeping			
Graphics			
Technology (website, networking, etc.)			

VI. Special Skills.

Please list any other skills or abilities you feel are relevant:

VII. Employment History. (please do not write "see resume")

Please account for the last 4 positions you have held. Start with your present or last employer. You may include military service and any verifiable work performed as an intern or volunteer.

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

Description of Primary duties:

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Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

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Description of Primary duties:

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VIII. Business References: (a minimum of 3 references is required. Please do not write "see resume")

Name	Address	Phone	Relationship
Name	Address	Phone	Relationship
Name	Address	Phone	Relationship

IX. Employment of Minors.

The Town of Northfield is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age.

Are you under age 18? If yes, please indicate your age: _____

X. Citizenship or Immigration Status.

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

_____YES _____NO

Proof of citizenship or immigration status will be required upon employment.

XI. 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.

XII. Applicant's Statement

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

- A. I understand that acceptance of this application by the Town of Northfield does not imply that I will be employed.
- B. The information that I have provided is true and complete. In the event of employment, I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials or as provided during interviews, can be justification for refusal of employment or can be justification for termination from employment, if employed.
- C. I understand that any offer of employment that I receive from the Town of Northfield is contingent upon my successful completion of the pre-employment screening process including but not limited to the Town of Northfield receiving satisfactory references, a satisfactory criminal history and Criminal Offense Record Inquiry if required, satisfactory verification of driver's license or certifications where required and satisfactory completion of any required post-offer pre-employment drug test or physical examination.
- D. In processing my application for employment, the Town of Northfield may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- E. I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the Town of Northfield to obtain any

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information from schools, employers or individuals relating to my activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline.

Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the Town of Northfield any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Northfield's use only.

- F. I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.
- G. If employed by the Town of Northfield, I understand that as a condition of employment, I may be required to furnish additional or updated medical information, that I may be required to undergo a physical examination, psychological examination (if required), that I may be subject to drug and/or alcohol testing, that the Town may request a Criminal Offense Record Inquiry (CORI check) on me, investigate my driving record or verify my license(s) or certification(s) as required for employment at any time during my employment. As a condition of employment an employee may be required to provide additional or updated information especially if this employee has been on workers compensation and may require both drug testing and an employment physical in order to allow us to have the necessary information for making a proper decision or reasonable accommodations, if necessary.
- H. I understand all appointments are probationary and that I must demonstrate my ability for continued employment. I understand that, if appointed, that the Town of Northfield is an at-will employer and I am employed for an indefinite period of time. If employed, I understand that my employment may be terminated with or without cause at any time unless there is an applicable bargaining unit contract provision.
- I. I understand that any employment offer by the Town is conditional upon my ability to establish employment under the Immigration Reform and Contract Act of 1986 within three (3) days of the date of hire.

My signature certifies that I have read and agree with the above statements and all statements contained in this application for employment and seek employment under these conditions.

Applicant Signature

Date

Applicant Name (Please Print)

Discrimination against any person in any practice or procedure in advertising, recruitment, referrals, testing, hiring, transfer, promotion or any other term, condition, or privilege of employment which limits or adversely affects employment opportunities, because of political or religious opinions or affiliations, or because of race, color, sex, gender identity, genetic information, sexual orientation, national origin, ancestry, marital status, military status, pregnancy, parenthood, age or handicap which is unrelated to a person's occupational qualifications or any other non-merit factor which is not a bona fide occupational qualification, or any other protected class under the law, is prohibited

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COMPLETION OF THIS FORM IS OPTIONAL

TO BE USED BY THE TOWN OF NORTHFIELD'S EEO/AA REPORTING REQUIREMENT

INVITATION

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, creed, religion, sex, sexual orientation, national origin, age, marital or veteran status, medical condition or handicap. The Town of Northfield, as part of its commitment to equal employment opportunity and to its affirmative action program, invites all applicants to provide the following information.

The information is voluntary and refusal to provide it will not have any bearing on our employment decision. The data is confidential and will be filed separately. It will be available only to authorized personnel for research, reporting and evaluation purposes. The information is needed to document the hiring practices of the Town of Northfield and to assess the effectiveness of its affirmative action program. Your cooperation would be appreciated but is entirely voluntary.

Position Applied For: _____ Date: _____

SEX:

- ☐ Male
- ☐ Female

AGE:

- ☐ under 16
- ☐ 16-39
- ☐ 40-69
- ☐ 70+

ORIGIN

- ☐ White
- ☐ Black
- ☐ Hispanic
- ☐ Asian/Pacific Islander
- ☐ American Indian
- ☐ Alaskan Native
- ☐ Cape Verdean

HANDICAP

- ☐ Mental
- ☐ Physical
- ☐ None

VIETNAM ERA VETERAN

- ☐ Yes
- ☐ No

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