



Town of Belmont Application for Employment

Human Resources Department
455 Concord Avenue
Belmont, Massachusetts 02478

An Equal Opportunity Employer

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, disability, veteran status, sexual orientation or any other class protected by Federal or State Law.

Date of Application: _____

Position Applying For: _____

Date Available to Start Work: _____

Personal Information

Name: _____
First Middle Last

Number and Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

How Were You Referred to Us? (check one)

Newspaper__ Advertisement__ Online Advertisement__ Town Website__ Employment Agency__

Walk-In__ Employee Referral (Name of Employee: _____)

Have You Previously Worked for the Town of Belmont?

Yes__ No__ If you selected "yes," please answer the following:

Dates of Employment: _____ Position : _____

Education

Name	Institution Address	Years Completed	Degree Obtained
High School			
College			
Graduate, Trade, Business or other			

Are you age 18 or older? Yes___ No___

Were you in the U.S. Armed Forces? Yes___ No___

If yes, which branch? _____ Dates of Service: From: _____ To: _____

Employment History

Please account for at least the past 10 years, including periods of unemployment and military service. Start with your **current** employer. Include full-time and part-time employment. Attach additional sheets if necessary. You may also provide a cover letter and resume, but you must **fully** complete this section of the application as well.

Employer's Name: _____

Employer's Address: _____

Employer's Telephone Number: _____

Title(s): _____

Duties:

Supervisor's Name and Title: _____

Dates of Employment: From: _____ To: _____

Reason for Leaving: _____

Employment History (continued)

Employer's Name: _____

Employer's Address: _____

Employer's Telephone Number: _____

Title(s): _____

Duties:

Supervisor's Name and Title: _____

Dates of Employment: From: _____ To: _____

Reason for Leaving: _____

Employer's Name: _____

Employer's Address: _____

Employer's Telephone Number: _____

Title(s): _____

Duties:

Supervisor's Name and Title: _____

Dates of Employment: From: _____ To: _____

Reason for Leaving: _____

Employment History (continued)

Employer's Name: _____

Employer's Address: _____

Employer's Telephone Number: _____

Title(s): _____

Duties:

Supervisor's Name and Title: _____

Dates of Employment: From: _____ To: _____

Reason for Leaving: _____

Employer's Name: _____

Employer's Address: _____

Employer's Telephone Number: _____

Title(s): _____

Duties:

Supervisor's Name and Title: _____

Dates of Employment: From: _____ To: _____

Reason for Leaving: _____

Special Skills, Aptitudes, Certifications and Other Qualifications

Please list any of the aforementioned qualifications below:

Professional References

Please list three (3) professional references that we may contact for a reference check if we select you as a finalist. **Do not list family members or friends.**

Reference #1

Name: _____

Relationship: _____ Years Known: _____

Occupation: _____

Telephone: _____

Reference #2

Name: _____

Relationship: _____ Years Known: _____

Occupation: _____

Telephone: _____

Reference #3

Name: _____

Relationship: _____ Years Known: _____

Occupation: _____

Telephone: _____

Applicant's Certification

I understand that all statements made in this application are true and complete under pains and penalties of perjury. I authorize the Town of Belmont to investigate all statements made as part of this application and to secure any necessary information from all prior employers, references, academic institutions and law enforcement agencies. I release all of those persons, employers, references, academic institutions and law enforcement agencies from any and all liability arising from their giving and receiving information about my employment history, academic credentials, qualifications or criminal record. I understand that any false answers or statements or misrepresentations by omission made by me as part of my application will be sufficient for rejection of my application or for my immediate dismissal should one be discovered after I am employed. I understand that Federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity and that failure to submit proof will result in denial of employment. I understand that the Town follows an "employment at will" policy and nothing in this employment application, in the Town's statements of personnel guidelines or in my communication with any Town employee or official is intended to create an employment contract between the Town and me. Employment is not guaranteed for a definite period of time and that some positions regarded as part-time and/or temporary are paid for actual hours worked and are not entitled to benefits offered to full-time positions (except FICA and Workers' Compensation). There is nothing to keep me from fulfilling the duties of the job for which I have applied. I certify that I have reviewed the functions of the position I am applying for and that I am able to complete all of the essential duties of this position.

Signature: _____ **Date:** _____