



# TOWN OF NATICK APPLICATION FOR EMPLOYMENT

Applicants are considered for all positions without regard to race, color, religion, gender orientation, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap.

Date of Application \_\_\_\_\_

*Please Print*

Position applied for \_\_\_\_\_

Are you available to work \_\_\_\_\_ full time \_\_\_\_\_ part time \_\_\_\_\_ other

Referral source: \_\_\_advertisement \_\_\_job posting \_\_\_relative \_\_\_friend \_\_\_other

## SECTION I: PERSONAL INFORMATION

Name: \_\_\_\_\_  
last first middle

Address: \_\_\_\_\_  
no. & street town state zip code

Telephone No. \_\_\_\_\_ Cell No. \_\_\_\_\_

Email Address \_\_\_\_\_

If hired, can you provide proof of citizenship or legal right to work? \_\_\_Yes \_\_\_ No Are you under 18 years of age? \_\_\_ Yes \_\_\_ No. Valid Mass. Driver's License Number \_\_\_\_\_ Class \_\_\_\_\_

Have you ever filed an application here before? \_\_\_Yes \_\_\_ No If Yes, When \_\_\_\_\_

Have you ever been employed with the Town or School? \_\_\_Yes \_\_\_ No If yes, give dates of employment \_\_\_\_\_ In which Department? \_\_\_\_\_ Are you currently employed in that

Department? \_\_\_Yes \_\_\_ No Do you plan to continue working in that Department? \_\_\_Yes \_\_\_ No Do you have any relatives working for the Town? \_\_\_Yes \_\_\_ No If yes, who? \_\_\_\_\_ Having

reviewed the duties of the job, which have been provided to you, are you capable of performing all the duties of the job? \_\_\_Yes \_\_\_ No If no, which duty (ies) are you not capable of performing? \_\_\_\_\_

\_\_\_\_\_ Are you currently employed? \_\_\_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 (See Section V, if a veteran)

Emergency Contact Name \_\_\_\_\_ Telephone # \_\_\_\_\_

www.natickma.gov

**SECTION II: EMPLOYMENT HISTORY**

1. Employer's name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Worked From: \_\_\_\_\_ to: \_\_\_\_\_  
Give dates  
Immediate Supervisor's name and job title: \_\_\_\_\_  
Describe work you performed: \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

2. Employer's name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Worked From: \_\_\_\_\_ to: \_\_\_\_\_  
Give dates  
Immediate Supervisor's name and job title: \_\_\_\_\_  
Describe work you performed: \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

3. Employer's name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Worked From: \_\_\_\_\_ to: \_\_\_\_\_  
Give dates  
Immediate Supervisor's name and job title: \_\_\_\_\_  
Describe work you performed: \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact this employer? \_\_\_\_\_

List here any verified work performed on a volunteer basis:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION III: EDUCATION**

	<b>Name &amp; Location of School</b>	<b>Dates Attended</b>	<b>Diploma, Degree/Certificate</b>
High School			
Vocational, Technical or Correspondence			
College/University			
Graduate/Professional			

Describe specialized Training, Apprenticeship License, Foreign Language Skills, Skills and Extra Curricular Activities:

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State any additional information you feel may be helpful to us in understanding your application.

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**SECTION IV, COMPUTER SKILLS**

<b>Skill</b>	<b>Beginner</b>	<b>Intermediate</b>	<b>Advanced</b>
Word Processing			
Spreadsheets			
Databases			
Graphics			
Web Design			
Technology/Mainframe/Network			
Bookkeeping			
Automated Accounting Systems			
Typing/Keyboard			

Other: You may, if you wish, attach a separate sheet stating briefly why you wish to work for the Town of Natick, and describing any additional experiences, skills, or abilities that you believe qualify you for the position you seek.

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**SECTION V: MILITARY HISTORY**

Veteran of U.S. Armed Forces? \_\_ Yes \_\_ No

Branch \_\_\_\_\_

Rank when discharged \_\_\_\_\_ Discharge Status \_\_\_\_\_

Present Military Status \_\_\_\_\_

Service school or special experience \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION VI, REFERENCES, MISCELLANEOUS**

List profession, trade, business or civic activities and offices held. (you may exclude those which indicate race, color, religion, gender orientation, national origin, age, marital or veteran’s status):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Give name, address, and telephone number of three (3) references (who are not related to you):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Applicant’s Statement**

*The information provided in this application for employment is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.*

*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 Natick to obtain any 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 Natick any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Natick’s use only.*

*I hereby voluntarily release, discharge and exonerate the Town of Natick, its agents and representatives, and any person so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigations made by or on behalf of the Town of Natick.*

*I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I understand that, if appointed, my employment will be at-will, for an indefinite period, and can be terminated at any time by the Town, unless otherwise stated in a collective bargaining agreement which covers the position to which I am appointed. I also understand that I must be available from time to time to work outside normal business hours, as the needs of the department required.*

*If required for the position I am seeking, I agree to take a physical examination, which may include testing for drugs or a psychological examination, as required, and recognize that any offer of employment may be contingent upon the results of such examination.*

*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.*

*I acknowledge that I have read and fully understand the foregoing and seek employment under these conditions.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPLICANT DO NOT WRITE BELOW THIS LINE

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Interview date \_\_\_\_\_ Interviewer \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_

Action Taken \_\_\_\_\_

\_\_\_\_\_

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.

COMPLETION OF THIS FORM IS OPTIONAL  
TO BE USED BY THE TOWN OF NATICK'S EEO/AA REPORTING REQUIREMENT AN  
**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 Natick, 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 Natick 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 or Pacific Islander
- American Indian or Alaskan Native
- Cape Verdean

**HANDICAP**

- Mental
- Physical
- None

**VIETNAM ERA VETERAN**

- Yes
- No