



APPLICATION FOR EMPLOYMENT

Town Of Oak Bluffs, MA

Thank you for your interest in employment with the Town of Oak Bluffs. The Town is an Equal Opportunity/ Affirmative Action Employer. Prospective employees will receive consideration based on merit without discrimination because of race, color, gender, sex, age, national origin, religion, disability, ancestry, veteran or active military status, gender identity, genetic information or sexual orientation.

Each question should be fully and accurately answered. Please return form by mail, email or hand deliver.

Mail: Personnel Office
PO Box 1327
OAK BLUFFS MA 02557

EMAIL: wbrough@oakbluffsma.gov
TEL: 508 693 3554 ext. 149

GENERAL

Position applying for: _____ Date of Application: _____

Referral source:

☐ Newspaper Ad ☐ Online Ad ☐ Town Website ☐ Employment Agency
☐ Relative ☐ Friend ☐ Inquiry ☐ Other _____

Date available for work: _____

PERSONAL

Name: (first) _____ (middle initial) _____ (last) _____

Mailing Address: (street) _____

(city) _____ (state) _____ (zip) _____

Telephone: (cell) _____ (home) _____

Email: _____

If you are under 18, can you provide eligibility to work (i.e. school permit)? Yes ☐ No ☐

Have you worked for the Town of Oak Bluffs before? Yes ☐ No ☐

If yes: Department: _____ Dates of service: _____

Are you available to work: ☐ Full-time ☐ Part-time ☐ Shift ☐ Temporary

Are you prevented from lawfully becoming employed in this county because of Visa or immigration status? Yes ☐ No ☐

Proof of citizenship or Immigration Status will be required upon employment.

Please review the functions of the position as outlined in the job description. Are you able to perform all of the essential duties of the position for which you are applying? Yes ☐ No ☐

EMPLOYMENT EXPERIENCE

Start with your present or last job first, include any military service assignments and volunteer activities. A resume may be attached, in addition to the "Application for Employment" form. Use additional pages as necessary.

EMPLOYER

Name: _____ May we contact this employer? Yes ☐ No ☐

Address: _____

Job Title: _____ Employer's telephone: _____

Employment Dates: (from) _____ (to) _____

Describe work you performed: _____

Supervisor's name, Job Title: _____

Reason for leaving or seeking other employment: _____

EMPLOYER

Name: _____ May we contact this employer? Yes ☐ No ☐

Address: _____

Job Title: _____ Employer's telephone: _____

Employment Dates: (from) _____ (to) _____

Describe work you performed: _____

Supervisor's name, Job Title: _____

Reason for leaving or seeking other employment: _____

EMPLOYER

Name: _____ May we contact this employer? Yes ☐ No ☐

Address: _____

Job Title: _____ Employer's telephone: _____

Employment Dates: (from) _____ (to) _____

Describe work you performed: _____

Supervisor's name, Job Title: _____

Reason for leaving or seeking other employment: _____

Have you ever been terminated or asked to resign from any position? Yes ☐ No ☐

If yes, provide details: _____

SPECIAL SKILLS, APTITUDES, AND OTHER QUALIFICATIONS

Do you have experience in the following software?

Word Processing: Yes ☐ No ☐ Spreadsheet: Yes ☐ No ☐

Other: (i.e. database, graphics) _____

Driver's licence #: _____ State: _____ Expires: _____ Class _____

List any machinery or heavy equipment that you have operated efficiently:

Special qualifications, skills (licenses/ certificates, memberships in *professional* organizations etc.)

Other qualifications (summarize job related skills and qualifications acquired from employment or experience)

EDUCATION

	Graduated?
High school: (name) _____	Yes ☐ No ☐
Address: _____	

Vocational School: (name) _____	Yes ☐ No ☐
Address: _____	
Major(s): _____	
Degree: _____	

Undergraduate College: (name) _____	Yes ☐ No ☐
Address: _____	
Major(s): _____	
Degree: _____	

Graduate College: (name) _____	Yes ☐ No ☐
Address: _____	
Major(s): _____	
Degree: _____	

Additional education and/or vocational, technical or military training relevant to the position:

REFERENCES

Please provide three (3) PROFESSIONAL references. References should be former supervisors who can comment on your past job performance.

	Name and Occupation	Address	Phone
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____

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 Oak Bluffs 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 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.

Signature: _____ Date: _____

The Civil Rights Act of 1964 prohibits discrimination in employment practice because of race, color, religion, sex or national origin. PL90-202 prohibits discrimination because of age.