



The Commonwealth of Massachusetts
Town of Cheshire
Massachusetts 01225

Tel. (413) 743-1690
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OFFICE OF THE
BOARD OF SELECTMEN
admin@cheshire-ma.gov

An Equal Opportunity Employer

The Town of Cheshire 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 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 Administrator's Office. A fully completed application is required for each position applied for. Also, "see resume" is not acceptable in any field.

Contact Information.

Name: _____ Date: _____
Address: _____ City and State: _____ Zip Code: _____
Phone: _____ Email: _____

Position Applying For (Please specify position title or job category): _____

How did you hear about this position? _____

Have you ever been employed by the Town of Cheshire? _____ When? _____

What department? _____

Education

School	Name, Address	Years Attended	Degree
High School			
College/Trade School			
Graduate School			
Military Service/Other Training			

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 certificates do you possess (job related)?

Special Skills

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

Employment History (You may 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. The Town of Cheshire (_____) may (_____) may not contact my present employer.

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

Description of Primary Duties:

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

Description of Primary Duties:

Professional References (a minimum of 3 references is required: You may not write "see resume"):

Name

Address

Phone

Relationship

Name

Address

Phone

Relationship

Name

Address

Phone

Relationship

Employment of Minors

The Town of Cheshire 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: _____

Medical Information.

All offers of employment are conditional upon a physical examination, and an occupational evaluation, where required. Satisfactory fitness to perform the essential duties of the position is a condition of employment.

Pre-Employment Drug Testing.

All offers of employment are conditional upon the satisfactory completion of a pre-employment drug test, where required. Satisfactory completion of a required drug or alcohol test is a condition of employment as outlined in the Drug and Alcohol Testing Policy of the Town of Cheshire.

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.

Signature

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

A. I understand that acceptance of this application by the Town of Cheshire does not imply that I will be employed. (Exceptions to A is an employee filling out this application for promotional purposes only).

B. The information that I have provided is true and complete. 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 Cheshire is contingent upon my successful completion of the pre-employment screening process including but not limited to the Town of Cheshire 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 Cheshire 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 the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.

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 Cheshire, 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, and/or an occupational evaluation, 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 comp and may require both drug testing and an employment physical to provide enough information for making a proper decision or reasonable accommodations, if necessary.

H. I understand that the Town of Cheshire is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time unless there is an appropriate bargaining unit contract:

My Signature Certifies That I Have Read and Agree with the Above-Statement and All Statements Contained in this Application for Employment.

Applicant Name (Please Print)

Applicant Signature

Date