



Town of Wellfleet  
300 Main Street  
Wellfleet, MA 02657  
508-349-0300  
fax 508-349-0305  
[www.wellfleet-ma.gov](http://www.wellfleet-ma.gov)

## EMPLOYMENT APPLICATION

### Please read this before filling out this application

The Town of Wellfleet does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, handicap, veteran status, gender or age. No question in this application is intended to secure information to be used for such discrimination.

All questions should be answered clearly, completely and accurately in your own handwriting. If you need more space, please attach a separate sheet. Please print and use ink.

### PERSONAL

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number Street City/Town State Zip Code

Mailing Address \_\_\_\_\_  
(If different) PO Box or Street Address City/Town State Zip Code

E-mail \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Social Security Number \_\_\_\_\_

Position(s) desired \_\_\_\_\_

Salary desired \_\_\_\_\_ Date Available \_\_\_\_\_

### GENERAL INFORMATION

How were you referred to us?

- Self
- School/college
- Newspaper or other publication - Name \_\_\_\_\_
- Employee referral - Name \_\_\_\_\_

Other \_\_\_\_\_

If you are hired and are under the age of 18, can you furnish a work permit? \_\_\_\_\_

Have you filed an application with the Town of Wellfleet before? \_\_\_\_\_

If yes, give date: \_\_\_\_\_

Have you ever been employed by the Town of Wellfleet before? \_\_\_\_\_

If yes, give date and department : \_\_\_\_\_

Are you employed now?: \_\_\_\_\_

May we contact your present employer?

- Immediately? \_\_\_\_\_
- After acceptance of employment? \_\_\_\_\_
- No. If no, please give reason  
\_\_\_\_\_

## **EMPLOYMENT EXPERIENCE**

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Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, gender or national origin.

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#1

Employer: \_\_\_\_\_ Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_

Hourly rate/salary - Starting \_\_\_\_\_ Final \_\_\_\_\_

Job Title \_\_\_\_\_ Work Performed \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

#2

Employer: \_\_\_\_\_ Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_

Hourly rate/salary - Starting \_\_\_\_\_ Final \_\_\_\_\_

Job Title \_\_\_\_\_ Work Performed \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

#3

Employer: \_\_\_\_\_ Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_

Hourly rate/salary - Starting \_\_\_\_\_ Final \_\_\_\_\_

Job Title \_\_\_\_\_ Work Performed \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

If you need additional space, please continue on a separate sheet of paper.

Describe other training, certifications, licenses (CDL), etc. or experience applicable to the job you are seeking

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If applying for a clerical position, please answer the following questions

Can you type? (WPM) \_\_\_\_\_ Do you take dictation? (WPM) \_\_\_\_\_

Can you use a computer? \_\_\_\_\_ Are you proficient at Microsoft Office? \_\_\_\_\_

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**EDUCATION****HIGH SCHOOL**

Circle Last Year Completed

1 2 3 4

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Complete Address \_\_\_\_\_

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Graduated Yes No

Major Course

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**COLLEGE**

Major Course of Study

Circle Last Year Completed

1 2 3 4

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Complete Address \_\_\_\_\_

Graduated? Yes No Degree or Certification received \_\_\_\_\_

**OTHER SCHOOLS OR SPECIALIZED TRAINING**

Major Course of Study

Circle Last Year Completed

1 2 3 4

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Complete Address \_\_\_\_\_

Graduated? Yes No Degree or Certification received \_\_\_\_\_

**SEALED RECORD NOTICE**

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Have you ever been convicted of a felony?

No \_\_\_ Yes \_\_\_ If considered eligible for the position, would you be willing to voluntarily give details if you answered yes? \_\_\_\_\_

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You may omit any information or answer “no record” to the following questions regarding: 1. A first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace; or 2. Any conviction where there is a sealed record on file with the commissioner of probation or in any case of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

A conviction record would not necessarily be a bar to employment. Factors such as age and time of offense, seriousness and nature of the violation and rehabilitation will be taken into account.

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Have you been convicted of a misdemeanor within the past five years?

Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, please explain: \_\_\_\_\_

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**REFERENCES**

Please list below the name of three professional or work-related references.

<u>Name and Title</u>	<u>Company</u>	<u>Telephone</u>	<u>Years Acquainted</u>
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**AGREEMENT**

Please read before signing:

I understand that receipt of this application and the granting of an interview does not imply that I will be employed.

**CERTIFICATION**

I certify that all statements made in this statement are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

I authorize persons, schools, current employer and previous employers and organizations named in this application (and accompanying resume, if any) to provide the Town of Wellfleet with any relevant information which may be required to arrive at any employment decision and I voluntarily release such persons, schools, employers and organizations from all liability for providing such information. I release the Town of Wellfleet against any liability that might result from requesting such information.

I authorize the Town of Wellfleet to perform CORI, financial and background checks to arrive at an employment decision. I release the Town of Wellfleet against any liability that might result from requesting such information.

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