

May we contact your present employer?

If no, please provide reason below:

Immediately?

After acceptance of employment?

No, If no, please give reason

EMPLOYMENT EXPERIENCE

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

Employer 1

From:

To:

Address:

Job Title:

Work Performed:

Supervisor:

Telephone:

Employer 2

From:

To:

Address:

Job Title:

Work Performed:

Supervisor:

Telephone:

Employer 3

From:

To:

Address:

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.

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

Can you type? (WPM)

Do you take dictation? (WPM)

Are you proficient with Microsoft Office?

EDUCATION

**High School
Name/Address**

**Last Year
Completed**

Freshman
Sophomore
Junior
Senior

**College School
Name/Address**

**Last Year
Completed**

Freshman
Sophomore
Junior
Senior
Graduated

**College Major
Course of
Study, Degree**

Other Education or Specialized Training

Polygraph Tests - It is illegal for an employer to utilize a polygraph or any other testing device or written examination for testing truthfulness or honesty of anyone applying for a job or of those who are presently employed.

"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" (MGL 149 19B: Employee Polygraph Protection Act of 1988)

REFERENCES

Please list below the name of three professional or work-related references. Please include the Name/Title, Company, Telephone and Years Acquainted for each reference.

Name, Title,
Company,
Telephone & Years
Acquainted

AGREEMENT and CERTIFICATION - 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.

I authorize persons, schools, current employer and previous employers and organizations named in this application and (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.

Signature

Date: