TOWN OF CANTON
APPLICATION FOR EMPLOYMENT

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

(PLEASE PRINT) Date of Application_____

Position(s) Applied For_____

How did you find out of this position?_____

Name:_____
Last First Middle

Address:_____

_____
City State Zip Code

Email_____

Telephone: (_____)_____ (_____)_____
Home Work

May we contact you at your work number? _____ Yes _____ No

If employed and you are under 18, can you furnish a work permit? _____ Yes _____No

Are you a relative of a Town of Canton or Canton Public Schools employee? _____ Yes _____No

If yes, please furnish the name of your relative _____

Have you filed an application here before? _____ Yes ____ No If yes, give date & name of position applied for _____

Have you ever been employed here before? _____ Yes _____ No If yes, give date, location and reason for leaving _____

Are you employed now? ____ Yes ____ No May we contact your present employer ____ Yes ____ No

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? _____ Yes _____ No
(In accordance with the Immigration and Reform Control Act proof of citizenship or immigration status will be required upon employment.)

On what date would you be available for work? _____

Would you accept _____Full-Time _____ Part-Time_____Shift Work_____Temporary Work?
Are you on a lay-off subject to recall? _____ Yes _____ No
Can you travel if a job requires it? _____ Yes _____ No

Under Massachusetts law, an employer may ask: If you have ever been convicted of a felony or if you have been convicted for a misdemeanor within the past five years, other than a first conviction for things like drunkenness, simple assault, speeding, minor traffic violations, or disturbance of the peace.

A new law, effective November 4, 2010, prohibits employers from requesting on initial written application form Criminal Offender Record Information.

If you are selected for an interview, The Town of Canton reserves its right to inquire about your criminal record in accordance with the law.

List professional, trade, business or civic activities and offices held.

_____

_____

_____

Give name, address and telephone number of three professional references

_____

_____

_____

EDUCATION

	School Name	Years Completed	Diploma/Degree Describe Course of Study:	Describe Skills, Specialized Training, Apprenticeship, Extra-Curricular Activities
High		12		
College or University		1 2 3 4		
Graduate or Professional		1 2 3 4		

Honors Received:_____

_____

_____

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate age, race, color, religion, sex, national origin, or other protected class.

Employer	Dates Employed From To	Work Performed:
Address		
Job Title	Hourly Rate/Salary Starting Final	
Supervisor	Telephone Number:	May we contact your supervisor?
Reason for Leaving		

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If you need additional space, please continue on a separate sheet of paper. Please include verified volunteer work (MGL C.149.52B)

Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience:_____

_____

_____

Agreement

I certify that the answers given herein are true and complete to the best of my knowledge.

I acknowledge that the Town may, at any time, investigate all statements contained in this application for employment and from any other source as may be necessary in arriving at an employment decision and release the Town of Canton and any of its authorized representatives from any liability whatsoever, in connection with any investigations and findings, including personal or professional records of any type, provided to the Town. I understand that false and misleading information may result in disciplinary proceedings, including suspension and/or termination of employment.

I understand that, if applicable, as an employee-at-will, both the employer and the employee are free to terminate the employment relationship at any time with or without notice. I further understand there may be a probationary performance period as part of my employment.
I understand and agree that I may/will have to undergo pre-employment physical examinations, a criminal background investigation, pre- or post-employment drug and alcohol testing, or any other employment-related examinations. I understand that I am required to abide by all rules and regulations of the employer.

_____ _____

Signature of Applicant Date

NOTE: 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 liabilities.

*****"An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' with respect to an inquiry relative to prior arrests, court appearances or convictions. In addition, any applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' with respect to an inquiry relative to prior arrests, court appearances and adjudications in all cases 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."

THE TOWN OF CANTON IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicant Data Record (Voluntary)

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

As employers government contractors, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

(PLEASE PRINT) Date of Application _____

Name: _____
Last First Middle

Affirmative Action Survey

Government agencies require periodic reporting of the sex, ethnicity, handicapped, veteran status and that of other protected classes of applicants. This data is for analysis and affirmative action only.

Check one: _____ Male _____ Female

Check one of the following:
Race/Ethnic Group _____White _____Black _____ Hispanic
_____American Indian, Alaskan Native _____Asian Pacific Islander

Check if any of the following are applicable:

_____ Vietnam Era Veteran _____Disabled Veteran _____Handicapped Individual