



Town of Dartmouth Employment Application

Applicant Information

NOTICE: It is the policy of the Town of Dartmouth to afford equal employment opportunity to all qualified persons without regard to race, color, religion, gender/sex (including gender identity, sexual orientation, and pregnancy), national origin, ancestry, age (forty or older), disability, veteran/military status, or genetic information, or any other characteristic or classification afforded protection against discrimination under federal or state law, except as to bona fide occupational qualifications allowed by law. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Personnel Department.

1. Date of Application: _____ 2. Position Applying For: _____

3. Name: _____
Last First Middle

4. Address: _____
Number Street Apartment Number

City / Town State Zip Code

5. Telephone Number: _____ Email Address: _____

6. If hired, can you provide proof of legal right to work in the U.S.? Yes No

7. Are over age 18? YES NO If under the age of 18, are you able to furnish a work permit? YES NO

8. Have you ever been employed by the Town of Dartmouth? YES NO
If yes, when? _____ Department _____

9. Have you previously applied for a position at the Town of Dartmouth? Yes No
If yes, what position did you apply for & when? _____

10. Do you have an immediate family member (i.e. spouse, parent, sibling) employed by the Town of Dartmouth? YES NO
If yes, Employee's Name: _____ Department: _____

11. How did you hear about the position for which you are applying: _____

Education

Name / Location	Course of Study	Years Completed	Did you graduate?	Degree
High School			YES NO	
College			YES NO	
Other:			YES NO	

12. Do you have a valid Drivers License (Class D) Yes No If yes, enter expiration date: _____

Do you possess any of the following licenses? Please list in detail all that apply and attach copies of any licenses to this application.

- Commercial Drivers License _____
- Specialized Training or Licenses _____
- Computer Software Skills _____

[] Other Licenses _____

13. Have you ever served in the U.S. Armed Forces? [] Yes [] No

Please list any applicable education, training or experience gained while serving: _____

Employment History

You must complete each field. You may indicate "see resume" under "duties" only.

14. Employer's Name: _____

Address: _____ Telephone Number: _____

Job title: _____ Worked From: _____ To: _____

Immediate Supervisor's Name and Job Title: _____

May we contact this employer? [] YES [] NO

Duties: _____

Reason(s) for leaving: _____

15. Employer's Name: _____

Address: _____ Telephone Number: _____

Job title: _____ Worked From: _____ To: _____

Immediate Supervisor's Name and Job Title: _____

May we contact this employer? [] YES [] NO

Duties: _____

16. Employer's Name: _____

Address: _____ Telephone Number: _____

Job title: _____ Worked From: _____ To: _____

Immediate Supervisor's Name and Job Title: _____

May we contact this employer? [] YES [] NO

Duties: _____

17. Employer's Name: _____

Address: _____ Telephone Number: _____

Job title: _____ Worked From: _____ To: _____

Immediate Supervisor's Name and Job Title: _____

May we contact this employer? [] YES [] NO

Duties: _____

References

Please list 3 **supervisors** who can comment on your work performance and/or experience.

18. Reference #1

Name: _____ Company Name: _____
Title: _____ Telephone: _____ Email: _____

19. Reference #2

Name: _____ Company Name: _____
Title: _____ Telephone: _____ Email: _____

20. Reference #3

Name: _____ Company Name: _____
Title: _____ Telephone: _____ Email: _____

Agreement

I understand that acceptance of this application by the Town of Dartmouth does not imply that I will be employed.

The information 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 of employment, if employed.

I expressly authorize without reservation, the Town, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using information in the employment process and all other persons, corporations or organizations for furnishing such information about me. 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.

If I am hired, I understand that I will be subject to the requirements of employment for the particular position I am to fill. These requirements may vary depending upon the particular Town department, division or agency concerned. I will be subject to the provisions and conditions applicable to the particular position for which I am hired, which may be set out in an Employment Contract, a Personnel Job Description or a Collective Bargaining Agreement, or a combination of those items.

I understand that I may include any verifiable volunteer work experience under the employment history section of this application.

I understand that any offer of employment that I receive from the Town of Dartmouth is contingent upon my successful completion of the pre-employment screening process including but not limited to the Town of Dartmouth 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 and physical examination.

I understand that the Town of Dartmouth 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 applicable bargaining unit contract provision.

My typed signature certifies that I have read and agree with the above statements and all statements contained in this application for employment.

Signature (type name): _____ Date: _____

TOWN OF DARTMOUTH

EEO Voluntary Self Identification Form

The Town of Dartmouth is an Equal Opportunity Employer. The completion of this form is optional. If you choose to volunteer the requested information, please note that all EEO Voluntary Self Identification Forms are kept in a confidential file and are not a part of your application for employment or your personnel file. Inclusion or exclusion of any affirmative action data will not jeopardize or adversely affect any employment decision.

Name: _____
Last First Middle

Position Applying for: _____

Gender: M F

Race Selection

Please check one of the following:

- White: (not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black: (not of Hispanic origin) All persons having origins in any of the Black racial groups of Africa.
- Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian of Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This areas includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- Cape Verdean: All persons who are descendants of anyone born in the Cape Verde Islands.
- Unknown