



Town of Mansfield

APPLICATION FOR EMPLOYMENT

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Town of Mansfield to afford equal employment opportunity to all qualified persons regardless of race, color, religious creed, national origin, age, military status, sexual orientation, disability, genetic information, gender identity, gender expression or gender unless based upon a bona fide occupational qualification.

PERSONAL INFORMATION

First Name	Middle Initial	Last Name
Home Telephone Number	Cell Phone Number	Email Address

Mailing Address

Street	City	State	Zip Code
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Home Address – if different than mailing address

Street	City	State	Zip Code
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EMPLOYMENT DESIRED

Position Applied For	How soon can you start if a job offer is made?
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Please check off what type of position you are available for?

<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Shift Work	<input type="checkbox"/> Temporary
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Can you travel if a job requires it? _____ Yes _____ NO

Note to Applicant: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing the essential functions of the position for which you have applied? Yes No

EDUCATION

Name of School	City	State	Major	Grad. Y or N	Degree	Yrs. Attended
High School						
Undergraduate School						

THE TOWN OF MANSFIELD IS AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION CONTINUED

Name of School	City	State	Major	Grad. Y or N	Degree	Yrs. Attended
Graduate/Professional						

List any additional education or training

COMPLETE ALL INFORMATION IN FULL:

All applicants must complete this page even if they are also submitting a resume.

BEGIN WITH YOUR MOST RECENT EMPLOYMENT, INCLUDING ANY PRESENT EMPLOYMENT. YOUR PRESENT EMPLOYER WILL NOT BE CONTACTED WITHOUT YOUR PERMISSION. YOU MAY INCLUDE ANY VERIFIABLE WORK PERFORMED ON A VOLUNTEER BASIS, ANY GAPS IN EMPLOYMENT MUST BE BRIEFLY EXPLAINED.

EMPLOYMENT HISTORY

Job #1

Are you employed now?	Yes	No	
Company Name	May we contact?	Yes	No
Telephone Number	Job Title		
Supervisor Name	Supervisor Phone #		
Specific Duties			
Dates Employed	From:	To:	
Reason for Leaving			

Job #2

Are you employed now?	Yes	No	
Company Name	May we contact?	Yes	No
Telephone Number	Job Title		
Supervisor Name	Supervisor Phone #		
Specific Duties			
Dates Employed	From:	To:	
Reason for Leaving			

Job #3

Are you employed now?	Yes	No	
Company Name	May we contact?	Yes	No
Telephone Number	Job Title		
Supervisor Name	Supervisor Phone #		
Specific Duties			
Dates Employed From:		To:	
Reason for Leaving			

CERTIFICATIONS AND LICENSES

List any professional licenses, registrations or certifications you possess.

License/Certification	License #	Date Issued	State	Expiration Date

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that unless I attain permanent status or am subject to the terms of a collective bargaining agreement and have completed the requisite probationary period, my employment will be at-will, which means that both the Town of Mansfield and I are free to terminate the employment relationship at any time for any non-statutorily prohibited reason or for no reason at all, with or without notice. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge, I understand, also, that I am required to abide by all rules and regulations of the employer.

 Signature of Applicant

 Date

 Printed Name

"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 Ch. 149, Section 19B
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Voluntary Affirmative Action Request Form

The Town of Mansfield as part of its commitment to Affirmative Action/Equal Opportunity policies invites you to provide the following information. All applicants will be considered without regard to race, color, religion, gender, national origin, age, marital or veteran status, medical condition or disability. The information is voluntary and refusal to provide it will not have any bearing on our employment decision. The data is confidential and will be filed separately. It will be available only to authorized personnel and is used to further the Town's Affirmative Action/Equal Opportunity policies. Your cooperation is appreciated.

Position Title: _____

Gender: Male Female

Ethnic Origin:

- White – All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- Black – 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 or Pacific Islander – All persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- American Indian or Alaskan Native – All persons having origins in any of the original people of North America maintaining cultural identification through tribal affiliations or community recognition.
- Cape Verdean – All persons having origins on the Cape Verde Islands.

National Origin: _____

Veteran Status YES NO

Vietnam Era, 1962 – 1975 YES NO

Disabled: YES NO