



Town of Fairhaven
Massachusetts
Human Resources Office

40 Center Street
Fairhaven, MA 02719

Tel: (508) 979-4023
HR@Fairhaven-MA.gov

APPLICATION FOR EMPLOYMENT

Thank you for your interest in employment with the Town of Fairhaven. The Town is an Equal Opportunity/Affirmative Action Employer. We assure you that your opportunity for employment with the Town will be based only on your merit, without regard to race, religion, sex, age, national origin, or disability.

PLEASE NOTE: The Town accept applications for advertised positions only. Applications must be either emailed or mailed to the email/physical address listed below. Either digital submission or hard copy submission is acceptable; it is not necessary to submit both ways.

INSTRUCTIONS: Each question should be fully and accurately answered. Please fill out the form, then print, sign, and either email or mail to:

HR@Fairhaven-MA.gov or;

Town of Fairhaven
Human Resources
40 Center Street
Fairhaven, MA 02719

A separate application must be submitted for each position for which you are applying.

GENERAL

Position applying for: _____ Date of application: _____ (mm/dd/yyyy)

Referral source:

- Newspaper Ad Online Ad Town of Fairhaven employee Relative
 Employment Agency School website Town website Other

Name of source (if applicable): _____

Date available for work: _____ (mm/dd/yyyy)

PERSONAL

First name: _____ Last name: _____

Address: _____

Phone: _____ Cell: _____

Email: _____

Are you age 18 or older? Yes No If no, list date of birth: _____ (mm/dd/yyyy)

Have you worked for the Town of Fairhaven before? Yes No

If yes, which department? _____

Dates of service with the town: From: _____ To: _____ (mm/yyyy)

Were you in the U.S. Armed Forces? Yes No

If yes, which branch? _____

Dates of service: From: _____ To: _____ (mm/yyyy)

Do you have a family member(s) currently working for the Town? Yes No

If yes, please list their name(s) and department(s):

Name: _____ Department: _____

PRESENT AND PRIOR EMPLOYMENT

Please list below employers in consecutive order with present or most recent employer listed first. Account for all periods of time between employment.

A resume may be attached but DO NOT refer to the resume when completing all section of this application. Use additional sheets of paper, if necessary.

MOST RECENT EMPLOYMENT

EMPLOYER

Name: _____ May we contact this employer? Yes No

Street address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Type of Business: _____

Supervisor: _____

POSITION

Title: _____

Employment Dates: From: _____ To: _____ (mm/yyyy)

Description of duties: _____

Reason for leaving or seeking other employment: _____

EMPLOYER

Name: _____ May we contact this employer? Yes No

Street address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Type of Business: _____

Supervisor: _____

POSITION

Title: _____

Employment Dates: From: _____ To: _____ (mm/yyyy)

Description of duties: _____

Reason for leaving or seeking other employment: _____

EMPLOYER

Name: _____ May we contact this employer? Yes No

Street address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Type of Business: _____

Supervisor: _____

POSITION

Title: _____

Employment Dates: From: _____ To: _____ (mm/yyyy)

Description of duties: _____

Reason for leaving or seeking other employment: _____

EMPLOYER

Name: _____ May we contact this employer? Yes No

Street address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Type of Business: _____

Supervisor: _____

POSITION

Title: _____

Employment Dates: From: _____ To: _____ (mm/yyyy)

Description of duties: _____

Reason for leaving or seeking other employment: _____

EMPLOYER

Name: _____ May we contact this employer? Yes No

Street address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Type of Business: _____

Supervisor: _____

POSITION

Title: _____

Employment Dates: From: _____ To: _____ (mm/yyyy)

Description of duties: _____

Reason for leaving or seeking other employment: _____

REFERENCES

Please provide three (3) PROFESSIONAL references. References should include at least one former supervisor who can comment on your past job performance. You will be notified before references are contacted.

<u>Name and Occupation</u>	<u>Company</u>	<u>Phone</u>
<u>1.</u>		
<u>2.</u>		
<u>3.</u>		

OTHER INFORMATION

Are you able to provide documented proof of U.S. citizenship or valid work permit as required upon employment to work in the United States? Yes No

Please review the functions of the position as outlined in the job description. Are you able to perform all the essential duties of the position for which you are applying? Yes No

APPLICANT'S CERTIFICATION

I certify, under penalty of perjury, that the statements made in this application are true and correct. I authorize the Town of Fairhaven to investigate all statements made as part of this application and to secure any necessary information from all prior employers, references, and academic institutions. I release all of those persons, employers, references, and academic institutions from any and all liability arising from their giving and receiving information about my employment history, academic credentials, or qualifications. I understand that any false answers, or statements, or misrepresentations by omission made by me as part of my application will be sufficient for rejection of my application or for my immediate dismissal, should one be discovered after I am employed. I understand that federal law prohibits the employment of unauthorized aliens and that the Town has an obligation to make sure all employees, regardless of citizenship or national origin, are allowed to work in the United States. I understand that, if selected as a finalist, a background check including, but not limited to, a criminal records background check, will be conducted. All persons hired must submit proof of citizenship, permanent resident status, or employment authorization in the form of an Employment Authorization Document. I understand that failure to submit satisfactory proof of identity and employment authorization will result in a denial of employment. I understand that my employment with the Town, should I be hired, is a voluntary one. Nothing in this employment, in the Town's statements or personnel guidelines, or in my communication with any Town employee or official is intended to create an employment contract between the Town and me. I acknowledge that employment is not guaranteed for a definite period of time and that some positions regarded as part-time and/or temporary are paid for actual hours worked and are not entitled for benefits offered to full-time positions (except FICA and Workers' Compensation).

There is nothing to keep me from fulfilling the duties of the job for which I have applied.

Signature: _____ Date: _____

The Civil Rights Act of 1964 prohibits discrimination in employment practices because of race, color, religion, sex, or national origin. PL90-202 prohibits discrimination because of age.