



# TOWN OF BURLINGTON

## Human Resources Department

29 CENTER STREET, BURLINGTON, MA 01803

[www.burlington.org](http://www.burlington.org)

# Application for Employment

The Town of Burlington is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, marital or veteran status, national origin, sex, age, disability, sexual orientation or any other class protected by federal, state or local law.

*Please PRINT - application must be filled out COMPLETELY*

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

### PERSONAL INFORMATION

Name (Last, First, Middle):

Current Address (Street):

City, State, Zip Code:

Mailing Address, if different:

Telephone (Primary):

Telephone (Alternate):

Preferred Phone: ☐ Primary ☐ Alternate

Email Address:

Are you legally eligible to work in the United States? ☐ Yes ☐ No  
(proof of citizenship or immigration status will be required upon employment)

If you are under 18 years of age, can you provide proof of eligibility to work? ☐ Yes ☐ No

If hired, are you able to perform the essential job functions of the job you are applying for, with or without reasonable accommodation? ☐ Yes ☐ No

### EMPLOYMENT DESIRED

Position Applying For:

Date Available:

Are you available to work:

☐ Full Time ☐ Part Time ☐ Evenings/Weekends ☐ Temporary/Seasonal

Are you able to work overtime on evenings, weekends, and holidays if necessary? ☐ Yes ☐ No

How did you hear about the position?

Have you ever been an employee of the Town of Burlington? ☐ Yes ☐ No

If yes, please give dates? From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

For which department?

What position?

**EMPLOYMENT EXPERIENCE**

*Please start with your present or last job. Include any job related military and/or volunteer assignments. This section must be completed in full. Please do NOT respond “see resume”.*

Company Name:	
Street Address:	
City, State, Zip Code:	
Telephone Number:	Supervisor:
Dates Employed (Mo/Yr): From: ____/____ To: ____/____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (# hours/week _____)
Description of Duties:	
Reason for Leaving or seeking other employment:	

Company Name:	
Street Address:	
City, State, Zip Code:	
Telephone Number:	Supervisor:
Dates Employed (Mo/Yr): From: ____/____ To: ____/____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (# hours/week _____)
Description of Duties:	
Reason for Leaving or seeking other employment:	

Company Name:	
Street Address:	
City, State, Zip Code:	
Telephone Number:	Supervisor:
Dates Employed (Mo/Yr): From: ____/____ To: ____/____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (# hours/week _____)
Description of Duties:	
Reason for Leaving or seeking other employment:	

**EDUCATION**

SCHOOL	NAME AND LOCATION	COMPLETED?	DEGREE EARNED
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vocational		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Describe any specialized training, coursework or apprenticeships

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

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**SPECIAL SKILLS AND OTHER QUALIFICATIONS**

*Please select the skills that are relevant to the position desired*

<input type="checkbox"/> Microsoft Word	or <input type="checkbox"/> Other word processing software ( <i>Specify</i> ):	_____
<input type="checkbox"/> Microsoft Excel	or <input type="checkbox"/> Other spreadsheet software ( <i>Specify</i> ):	_____
<input type="checkbox"/> Microsoft PowerPoint	or <input type="checkbox"/> Other presentation software ( <i>Specify</i> ):	_____
<input type="checkbox"/> Microsoft Access	or <input type="checkbox"/> Other database software ( <i>Specify</i> ):	_____
<input type="checkbox"/> Other Technology		
<input type="checkbox"/> Typing Speed ( <i>Words per minute</i> ): _____		
<input type="checkbox"/> Foreign Languages ( <i>Specify</i> ): _____		
Please list any other skills or abilities you feel relevant _____		
_____		
_____		
_____		

**LICENSES**

Do you have a valid driver's license? ☐ Yes ☐ No Expiration date: \_\_\_\_\_

What class of license do you possess?  
(check all that apply)

☐ Class D Expiration date: \_\_\_\_\_  
☐ CDL A Expiration date: \_\_\_\_\_  
☐ CDL B Expiration date: \_\_\_\_\_  
☐ CDL C Expiration date: \_\_\_\_\_

Do you have any of the following licenses?  
(check all that apply)

☐ Hoisting ☐ Playground Safety Certification  
☐ Pesticide ☐ Certified Pool Operator

Do you have any of the following Water Distribution  
licenses? (check all that apply)

☐ D-1  
☐ D-2  
☐ D-3

Do you have any of the following Water Treatment  
licenses? (check all that apply)

☐ T-1  
☐ T-2  
☐ T-3

Have you ever had your license or driving privileges revoked, suspended, or placed on probation? ☐ Yes ☐ No

If Yes, please explain. Include when, where and what action was taken:

*Do not list losses of licenses resulting from convictions of misdemeanors within the last 5 years or resulting from first convictions of simple assault, drunkenness, speeding, minor traffic violations, affray or disturbance of the peace.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER INFORMATION**

*Name of friends and/or relatives employed by the Town of Burlington:*

Name:

Relationship:

Name:

Relationship:

**REFERENCES**

*Please list (3) three professional and/or business references only*

Full Name:

Relationship:

Company:

Phone:

Full Name:

Relationship:

Company:

Phone:

Full Name:

Relationship:

Company:

Phone:

## **APPLICANT'S STATEMENT**

I acknowledge that the information provided in this application for employment is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the Town of Burlington to obtain any information from schools, employers or individuals relating to my activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the Town of Burlington any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Burlington's use only.

I hereby voluntarily release, discharge and exonerate the Town of Burlington, its agents and representatives, and any person so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigations made by or on behalf of the Town of Burlington.

I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I also understand that I must be available to present myself at work during the established hours of the department. In the event of my employment with the Town of Burlington, I will comply with all rules, regulations, and policies set forth in the Town of Burlington's Personnel Rules & Regulations or other communications distributed by the Town of Burlington.

I agree to sign a Criminal Offender Record Information Release form and further authorize the Town of Burlington to conduct background checks that they deem necessary for evaluating your application for employment. If required for the position I am seeking, I agree to take a physical examination, which may include testing for drugs or a psychological examination, as required, and recognize that any offer of employment may be contingent upon the results of such an examination.

I understand that any employment offer by the Town is conditional upon my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986 within three days of the date of hire.

I understand that employment with the Town of Burlington is "at will" which means that either you or the Town of Burlington can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute or agreement. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Town of Burlington has any authority to alter the foregoing.

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***Signature of Applicant***

***Date***

*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.*

# Voluntary Affirmative Action Request Form

The Town of Burlington, as part of its commitment to Affirmative Action/Equal Employment Opportunity policies, invites you to provide the following information. 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 Employment Opportunity policies. Your cooperation is appreciated.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name (Last, First, Middle):

Position Applied For:

Gender: ☐ Male ☐ Female

Ethnic Origin:

- ☐ White (Not Hispanic or Latino)
- ☐ Black (Not Hispanic or Latino)
- ☐ Hispanic
- ☐ Asian or Pacific Islander
- ☐ American Indian or Alaskan Native
- ☐ Other (*Please Specify*):\_\_\_\_\_

Veteran Status:

- ☐ Veteran
- ☐ Disabled Veteran
- ☐ Vietnam Era