

Town of Tisbury Employment Application

PO Box 1239, 51 Spring St. Tisbury, MA 02658
508.696.4200

www.tisburyma.gov

An Equal Opportunity/Affirmative Action Employer

The Town of Tisbury is an equal opportunity employer and does not discriminate against any applicant based on race, religion, sex, marital status, national origin, age, disability, sexual orientation or any other class protected by federal, state or local law. Any person who needs assistance in fully participating in the application process should contact the Town of Tisbury Personnel Director.

Please complete the entire application (“See resume or see attached” is not accepted). **Date:** _____

I. Contact Information.

Name _____ Telephone _____

Mailing Address _____ City and State _____ Zip Code _____

Street Address _____ City and State _____ Zip Code _____

Email Address: _____

Emergency Contact Name and phone Number _____

Are you at least 18 years or older? Yes No
(If no, you may be required to provide authorization to work.)

II. Position applying for (Please specify position number, position title or job category): _____

How did you hear about the position?

Have you ever been employed by the Town of Tisbury? When, and Which department?

Do you have any relatives who currently work for the town? Who and Which department?

III. Education.

School Name	Address, City, State	Years Attended	Degree
High School			
College			
Graduate School			

Trade, Business, Night Courses			
Military Service, Other Training			

IV. Licenses. A valid license may be a condition of employment, where required.

Do you have a valid Massachusetts driver's license (Class D Auto)? Yes _____ No _____ If yes, expiration date _____

Do you own a vehicle? _____ Do you have Automobile insurance? _____

Do you have a valid CDL license (Class A or B)? Yes _____ No _____ If yes, expiration date _____

Do you have a valid Hydraulic license? Yes _____ No _____ If yes, expiration date _____

Other valid licenses or certifications you possess (job related)? _____

Other applicable licenses / training _____

V. Office Skills (If applicable).

Check the column that best describes your level of skill:

Beginner Intermediate Advanced

Automated Accounting Systems	_____	_____	_____
Bookkeeping	_____	_____	_____
Computer Skills	_____	_____	_____
Shorthand/Speedwriting	_____	_____	_____
Spreadsheets	_____	_____	_____
Transcription	_____	_____	_____
Word Processing	_____	_____	_____
Customer Service	_____	_____	_____

VI. Special Skills.

Please list any other skills or abilities you feel may be job related:

VII. Employment History. {please do not write "see resume"}

Please account for the last 4 positions you have held, starting with your present or most recent employer. You may include military service and any verifiable work performed as an intern or volunteer.

You () may () may not contact my present employer.

Employer	Address
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Telephone	Title
Supervisor	Dates Worked
Comments	Reason for Leaving

Description of primary duties: _____

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Comments	Reason for Leaving

Description of primary duties: _____

Employer	Address
Telephone	Title
Supervisor	Dates Worked

Comments	Reason for Leaving
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Description of primary duties: _____

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Comments	Reason for Leaving

Description of primary duties: _____

Have you ever been dismissed or asked to resign from a job? If yes, please explain

VIII. Business References: (A minimum of 3 references is required. Please do not write "see resume")

Name	Address	Phone	Relationship
Name	Address	Phone	Relationship
Name	Address	Phone	Relationship

Name	Address	Phone	Relationship

IX. Employment of Minors.

The Town of Tisbury is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age. Are you under age 18? If yes, please indicate your age:

X. Medical Information.

All offers of employment are conditional upon the satisfactory completion of a Health Questionnaire and conditional upon a physical examination, where required. Satisfactory fitness to perform the essential duties of the position is a condition of employment.

XI. Pre-Employment Drug Testing.

All offers of employment are conditional upon the satisfactory completion of a pre-employment drug test, where required. Satisfactory completion of a required drug or alcohol test is a condition of employment as outlined in the Drug and Alcohol Testing Policy of the Town of Tisbury.

XII. Lie Detector Test.

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.

XIII. Criminal Offender Record Information.

All offers of employment are conditional upon a Criminal Offender Record Information request.

XIV. Signature.

I have carefully read all parts of this application form prior to signing.

A. I understand that acceptance of this application by the Town of Tisbury does not imply that I will be employed. (Exceptions to "A" is an employee filling out this application for promotional purposes only.)

B. The information that 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 from employment, if employed.

C. I understand that any offer of employment that I receive from the Town of Tisbury is contingent upon my successful completion of the pre-employment screening process including but not limited to the Town of Tisbury 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 or physical examination. (Employees promoted into a grade 5 or higher position from a position that does not include drug testing will be added to the random drug testing list.)

D. In processing my application for employment, the Town of Tisbury may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.

E. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.

F. 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.

G. If employed by the Town of Tisbury, I understand that as a condition of employment, I may be required to furnish additional or updated medical information, that I may be required to undergo a physical examination, that I

may be subject to drug and/or alcohol testing, that the Town may request a Criminal Offense Record Inquiry (CORI check) on me, investigate my driving record or verify my license(s) or certification(s) as required for employment at any time during my employment. As a condition of employment an employee may be required to provide additional or updated information especially if this employee has been on workers comp and may require both drug testing and an employment physical in order to allow us to have the necessary information for making a proper decision or reasonable accommodations, if necessary.

H. I understand that the Town of Tisbury 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 signature certifies that I have read and agree with the above statements and all statements contained in this application for employment.

Applicant Name (Please Print)

Applicant Signature

Date

**Please mail to: Joseph LaCivita, Personnel Director
Town of Tisbury
PO Box 1239, 51 Spring St.
Vineyard Haven, MA 02568
pbennett@tisburyma.gov**

Please submit with a copy of a valid driver's license if you have one

THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE SIGNED/DATED ABOVE.