



Town of Ludlow Application for Employment

The Town of Ludlow is an equal opportunity employer dedicated to a policy of non-discrimination employment on any basis including race, color, creed, ancestry, religion, sex, national origin, age, marital or veteran status, handicap or disability, sexual orientation, gender identity, genetic information or any other legally protected status.

The filing of an application for employment is a preliminary step to employment and does not imply that the applicant is bound to accept employment or eventually be hired. It is agreed and understood that this application for employment in no way obligates the employer to employ the applicant.

“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.”

Please type or print in ink.

Name: _____
Last First Middle Int.

Address: _____

City: _____, State: _____, Zip Code: _____

Telephone: () _____ Email: _____

Are you a United States citizen or do you have the legal right to work in the United States: YES _____ NO _____

Are you over 18? YES _____ NO _____

Position or Type of Work Desired: _____

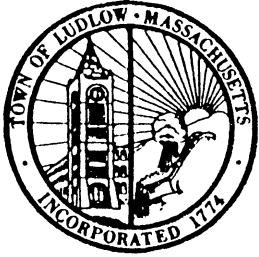
Date Available: _____

Have you previously applied for employment with the Town: YES _____ NO _____

Have you previously been employed by the Town: YES _____ NO _____

If yes, when and what position: _____

By Whom or what source were you referred to us: _____

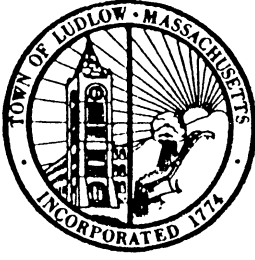


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EMPLOYMENT HISTORY

Describe all work experience in detail, beginning with your current or most recent job. Include military service, internships, and job-related volunteer work if applicable. Use a separate block to describe each position. If needed, attach additional sheets. All information in this section must be completed. Resumes may be attached to provide additional information, but we ask that you complete this form to the extent that the information below is not on your resume.

Employer	Address	Telephone	Nature of Work	Dates Employed	Salary Start/Finish	Reason for Leaving



Town of Ludlow *Application for Employment*

EDUCATION

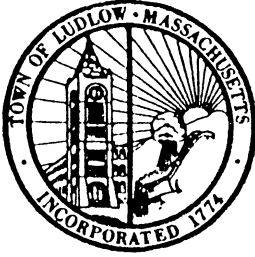
	Name of School	City/State	Years Completed	Diploma/ Degree	Field of Study
High School					
College					
Graduate					
Other					

KNOWLEDGE/SKILLS/ABILITIES

List knowledge, skills and abilities you possess and believe are relevant to the position you seek, such as additional languages, computer skills, hobbies, etc.

PROFESSIONAL REFERENCES (List 3 people not related to you who can comment on your work performance)

Name	Address	Occupation	Telephone Number	Years Acquainted



Town of Ludlow *Application for Employment*

RELEASE AND CERTIFICATION PLEASE READ BEFORE SIGNING

I understand that the forgoing will be verified in order to expedite my application for employment with the Town of Ludlow. I hereby authorize the Town to conduct a full investigation into my background.

I authorize the Town to obtain my previous work records, employment records, character references and any other information concerning character, ability and habits and all other necessary information. Further, I grant authority to the keeper of these records to release said records to the Town of Ludlow for the purpose of making its hiring decision. I agree that the Town shall not be liable in any respect if a job offer is not extended, is withdrawn, or my employment is terminated because of false statement, omissions or answers made by me on this application. I agree that my previous employers shall not be liable with regard to any information provided by them in connection with this release.

I certify under the pains and penalty of perjury that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing, which, if disclosed, would affect this application unfavorably. I understand that any false statements, omissions or answers made by me on this application can result in my immediate termination.

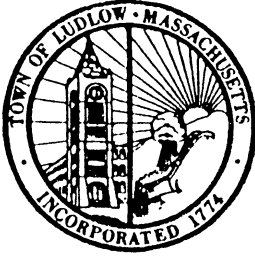
In compliance with the Immigration and Reform and Control Act of 1986, I understand that I will be required to provide approved documentation that verifies my right to work in the United States on or before my first day of employment. I have received the list of approved documents with this application.

I understand that unless I am subject to the terms of a collective bargaining agreement, my employment will be at-will, which means that both the Town of Ludlow 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. I hereby acknowledge that I have read in full and understand the above statements and conditions of employment.

Signature of Applicant

Date

Printed Name



Town of Ludlow
Application for Employment

PRE-EMPLOYMENT PHYSICAL & DRUG SCREENING NOTICE

If an offer of employment is made to you, the Town of Ludlow may specify that it is contingent upon the results of a medical exam. I freely and voluntarily agree to submit to a pre-employment physical and/or drug screen, as it relates to the requirements of a specific job, as part of my pre-employment application to the Town of Ludlow. I understand that either refusal to submit to such screening or failure to qualify according to the minimum standards established by the Town of Ludlow for this screening may disqualify me from further consideration for employment. Further, I understand that any positive drug test results will be communicated in a confidential manner.

I hereby acknowledge that I have read in full and understand the above statements.

Signature of Applicant

Date

Printed Name



Town of Ludlow *Application for Employment*

IMMIGRATION REFORM AND CONTROL ACT REQUIREMENT

In compliance with the Immigration and Reform and Control Act of 1986, you will be required to provide approved documentation that verifies your right to work in the United States prior to beginning work at the Town of Ludlow. Please be prepared to provide any of the following documentation if you are offered and accept a position with us:

Any **one** of the following (these establish both identify and employment authorization):

1. US Passport
2. Certificate of US Citizenship (issued by USCIS)
3. Certificate of Naturalization (issued by USCIS)
4. Current foreign passport with valid endorsement authorizing employment
5. Resident alien card or other alien registration card, with photo or other approved identifying information, which evidences employment authorization

OR one from List A and one from List B:

List A These establish employment authorization:

1. Social Security Card (unless it specifies that it does not authorize employment)
2. Certificate of US birth or other documentation which establishes US nationality or birth
3. Other approved documentation

List B These establish identity:

1. Driver's license or similar state ID card with photo or other approved identifying information
2. Other approved documentation of identity for applicants under age 16 or from a state which does not issue an ID card (other than a driver's license)

THIS VERIFICATION PROCESS IS REQUIRED FOR ALL EMPLOYEES HIRED ON OR AFTER NOVEMBER 6, 1986.