



**TOWN OF LUDLOW
488 CHAPIN STREET
LUDLOW, MA 01056
(413) 583-5600**

EMPLOYMENT APPLICATION

Please read before filling out this application

The Town of Ludlow does not discriminate in hiring or employment basis of race, color, religious creed, national origin, handicap, veteran status, ancestry, or on the basis of age. No question on this application is intended to secure information to be used for such discrimination.

To be sure that your application is properly evaluated, all questions should be answered, clearly, completely and accurately. If you need more space, please attach a separate sheet. Please print and use ink.

PERSONAL

Date: _____

Name: _____
Last First Middle

Address: _____
Number Street City State Zip Code

Mailing Address (if different) _____
Number Street City State Zip Code

Telephone: () _____ Social Security No: _____

Position(s) Desired: _____

Date Available: _____

GENERAL INFORMATION

By Whom or what source were you referred to us?

- | | | | | |
|-------------------------------|--|---|---|---|
| <input type="checkbox"/> Self | <input type="checkbox"/> School /
College | <input type="checkbox"/> Newspaper
or other
Publication | <input type="checkbox"/> Employee
Referral | <input type="checkbox"/> Other
Explain |
| Name _____ | Name _____ | Name _____ | Name _____ | Name _____ |

If employed and you are under 18, can you furnish a work permit? Yes No

Have you filed an application here before? Yes No If yes, give date _____

Have you ever been employed here before? Yes No If yes, give date _____

Are you employed now? Yes No

If applying for a clerical position, please answer the following questions.

Can you type? _____ (wpm _____) Do you take shorthand? _____ (wpm _____)

Computer experience? Yes No

If yes, please list programs you have used:

EDUCATION

High School	Circle Last Year Completed 1 2 3 4		
Complete Address			
Dates Attended	From	To	Major Course
Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No			

College	Major Course of Study	Circle Last Year Completed 1 2 3 4	
Complete Address			
Dates Attended	From	To	Degree or Certificate Received
Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No			

Other Schools or Specialized Training	Major Course of Study	Circle Last Year Completed 1 2 3 4	
Complete Address			
Dates Attended	From	To	Degree or Certificate Received
Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No			

Scholastic Honors, Scholarships, Etc.

Do you intend to continue your Education? If yes, give details.

SEALED RECORD NOTICE

Have you ever been convicted of a felony? Yes No If yes, please explain: _____

You may omit any information or answer "no record" to the following questions regarding: 1. A first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace; or 2. Any conviction where there is a sealed record on file with the commissioner of probation or in any case of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

A conviction record would not necessarily be a bar to employment. Factors such as age and time of offense, seriousness and nature of the violation and rehabilitation will be taken into account.

Have you been convicted of a misdemeanor within the past five years? Yes No If yes, please explain:

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names, which indicate race, color, religion, sex, or national origin.

Employer Name, Address, Phone: _____

Job Title & Work Performed: _____

Supervisor: _____

Dates Employed: _____

Salary: Starting _____ Ending _____

Reason for Leaving: _____

Employer Name, Address, Phone: _____

Job Title & Work Performed: _____

Supervisor: _____

Dates Employed: _____

Salary: Starting _____ Ending _____

Reason for Leaving: _____

Employer Name, Address, Phone: _____

Job Title & Work Performed: _____

Supervisor: _____

Dates Employed: _____

Salary: Starting _____ Ending _____

Reason for Leaving: _____

If you need additional space, please continue on a separate sheet of paper.

May we contact your present employer? Immediately After acceptance of employment

No - Give reason: _____

REFERENCES

Give the name of three professional or work-related references.

Name	Company	Title	Years Acquainted

AGREEMENT - Please read before signing

NOTE: If you have any question regarding the following statement, please ask the Personnel Representative before signing.

I understand that receipt of this application and the granting of an interview does not imply that I will be employed.

I hereby affirm that the information provided by me on this application (and accompanying resume, if any) is true and complete and I understand that any false information or material omission of fact may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. I understand that any offer of employment is conditioned upon satisfactory replies from my references and that employment is for no stated term and may be terminated by me or the Town of Ludlow at any time.

I authorize persons, schools, current employer (if applicable) and previous employers and organizations named in this application (and accompanying resume, if any) to provide the Town of Ludlow with any relevant information which may be required to arrive at an employment decision and I voluntarily release such persons, schools, employers, and organizations from all liability for providing such information. I release the Town of Ludlow against any liability, which might result from requesting such information.

Signature

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.

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview: _____ Interview Date: _____

Remarks: _____

Employed: Yes No Date of Employment: _____

Job Title: _____ Salary/Hourly Rate: _____ Department: _____

By: _____ Date: _____