

# Town of Chelmsford Employment Application

## Human Resources

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### An Equal Opportunity/Affirmative Action Employer

The Town of Chelmsford is an equal opportunity employer and does not discriminate against any applicant because of race, color, 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 Chelmsford Personnel Department.

A fully completed application is required for each position applied for, "see resume" is not acceptable.

#### ***I. Contact Information.***

Name	Date
Address # and Street	City and State
	Zip Code
Telephone	Email Address

#### ***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 Chelmsford? When? What department? \_\_\_\_\_

#### ***III. Education.***

School	Name, Address, City, State	Number of Years Attended	Degree
High School			
College			
Graduate School			
Trade, Business, Night Courses			
Military Service, Other Training			

#### ***IV. Licenses (Please state all licenses you possess that are required for the position you seek).*** A valid license is a condition of employment, where required.

Do you have a valid driver's license (Class D Auto)?      ✓Yes \_\_\_\_\_    ✓No \_\_\_\_\_    If yes, enter expiration date \_\_\_\_\_

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

Do you have a valid Hydraulic license?                ✓Yes \_\_\_\_\_    ✓No \_\_\_\_\_    If yes, enter expiration date \_\_\_\_\_

What other valid licenses or certifications do you possess (job related)? \_\_\_\_\_

#### ***V. Office Skills (If applicable).***

Check the column that you feel best describes your knowledge:

	✓Beginner	✓Intermediate Level	✓Advanced Level
Knowledge of Word Processing			
Knowledge of Spreadsheets			
Knowledge of Databases			
Automated Accounting System Knowledge			
Bookkeeping Knowledge			
Transcription Ability			
Shorthand/Speedwriting Ability			

#### ***VI. Special Skills.***

Please list any other skills or abilities you feel are relevant: \_\_\_\_\_

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**VII. Employment History.** {please do not write “see resume”}

Please account for the last 4 positions you have held. Start with your present or last 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
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

Description of Primary duties:

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Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

Description of Primary duties:

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Employer	Address
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Description of Primary duties:

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Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

Description of Primary duties:

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**VIII. Business References:** {a minimum of 3 references is required.}

Name	Address	Phone	Title/Position
Name	Address	Phone	Title/Position
Name	Address	Phone	Title/Position
Name	Address	Phone	Title/Position

C. The Town of Chelmsford requires a Criminal Offense Record Inquiry (CORI check) on all prospective employees for certain positions. A financial background check may be required for certain positions.

D. A conviction will not necessarily be a bar to employment.

**IX. Employment of Minors.**

The Town of Chelmsford 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 candidate’s ability to perform the essential functions of the position, with or without a reasonable accommodation. If you are offered a position, prior to your employment you will be required to accurately complete and submit a Health Questionnaire to determine your fitness for the position and you may be required to undergo and pass a medical examination

**XI. Pre-Employment Drug Testing.**

As a condition of hire, you may be required to take and pass a pre-employment drug and/ or alcohol screening test as outlined in the Drug and Alcohol Testing Policy of the Town of Chelmsford, which is available for your review.

**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. Signature.**

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

- A. I understand that acceptance of this application by the Town of Chelmsford does not imply that I will be employed.
- 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, whether intentional or otherwise, may be justification for revocation of an offer of employment or for termination of employment, if employed.
- C. I understand that any offer of employment that I receive from the Town of Chelmsford is contingent upon my successful completion of the pre-employment screening process including but not limited to the Town of Chelmsford 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.

**XIV. Authorization to Verify Background Qualifications.**

I understand that in processing my application for employment the Town of Chelmsford may verify all of the information I provide concerning among other things, my prior employment or military record, education, general reputation and character. I hereby authorize the Town, without limitation, to take whatever steps it deems necessary to obtain information about my qualifications for employment including, but not limited to, contacting my current and past employers, contacting individuals listed or provided by me as business, educational, credit, or personal reference, and by contacting other individuals to obtain or clarify information about me and my suitability for employment.

**XV. Release**

In consideration for agreeing to provide information to the Town of Chelmsford in connection with my application for employment, I hereby release my present and past employers, the offices, agents and employees and any other individuals who provide such information, from any and all liabilities and damages arising directly or indirectly from the provision of such information.

**XVI. Evaluation Measures:**

Applications for all (entry level) positions (sworn and civilian) will not be rejected because of minor omissions or deficiencies (on the application) that can be corrected prior to the testing or interview process.

I understand that the Town of Chelmsford 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 or the position is subject to Civil Service.

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

**TOWN OF CHELMSFORD PERSONNEL DEPARTMENT  
APPLICANT PROFILE**

***OPTIONAL INFORMATION***

To assist us with our affirmative action efforts and record keeping requirements, we would appreciate you providing the information below. You are not required to complete this section and your cooperation is voluntary. All information you provide will be kept confidential. If you choose not to disclose this information it will not in any way adversely affect your employment application. Please submit form with your completed application. Thank you.

**PLEASE PRINT**

Applicant Name: \_\_\_\_\_  
*last first middle initial*

Applicant Address: \_\_\_\_\_  
*P.O. Box, street, town, state & zip code*

Position applying for: \_\_\_\_\_

Sex: M F

Race Selection

*Please circle one of the following:*

1. White: (not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
2. Black: (not of Hispanic origin) All persons having origins in any of the Black racial groups of Africa.
3. Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
4. Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
5. American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
6. Cape Verdean: All persons who are descendants of anyone born in the Cape Verde Islands
7. Unknown