

Town of



Amherst Massachusetts

HUMAN RESOURCES DEPARTMENT

Director of Human Resources
Town Hall
4 Boltwood Avenue
Amherst MA 01002

Phone: (413) 259-3119
Fax: (413) 259-2418
radwayd@amherstma.gov
www.amherstma.gov

Town of Amherst Application Guideline

Thank you for your interest in the Town of Amherst as a potential employer. These guidelines will help you complete your application efficiently.

1. Complete every part of the application within the space provided. Missing or incomplete information may prevent you from receiving consideration for a position. Especially important are the position applying for, and a telephone number where you can be reached between 8:00 am and 4:30 pm Monday through Friday. A resume and a cover letter can be combined into one document and submitted to supplement the application but cannot be used in place of the application.
2. Your skills and experience will be measured against the requirements for the available position. List every skill you have that makes you the strongest candidate for the position. Successful submission of your online application will generate an acknowledgement of receipt.
3. If your application compares favorably, you will be scheduled for an interview. There is no need to follow-up on your application.
4. The Town of Amherst is an Equal Opportunity/Affirmative Action Employer and encourages diversity in its workforce. We strive to reflect the community we serve.

Please use these guidelines as a reference



Amherst, Massachusetts

APPLICATION FOR EMPLOYMENT

Please return application to:

Human Resource Department, Town of Amherst
4 Boltwood Avenue, Amherst, MA 01002
(413) 259-3009 • Fax (413) 259-2405 • Email: humanresources@amherstma.gov

Applications are considered for all positions without regard to race, color, religion, sex, national origin, age, sexual preference, gender identity, marital or veteran status, the presence of a non-job related medical condition or handicap or any other legally protected status.

(PLEASE PRINT)

Date of Application _____

Specific Position Applied For (required) _____

Name _____

Last

First

Middle

Address _____

Street

Town

State

Zip

Telephone () _____ email: _____

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, when? _____

Have you ever been employed here before? Yes No If Yes, when? _____

Are you employed now? Yes No May we contact your present employer? Yes No

Work Authorization: *Proof of citizenship or immigration status will be required for employment*

Are you legally able to work in the United States? Yes No

Available for work date: _____

How did you hear about the job (be specific): _____

Check all that apply:

Are you available to work Full Time Part Time Temporary until _____

Are you available to work Days Evenings Weekends

What days of the week are you available to work? M Tu W Th F Sa Su

Are you available to work Year Round Academic Year Only Summers only

Are you willing to be on call for substitute hours? Yes No

Are you on a lay off and subject to recall? Yes No

What licenses, skills or qualifications do you possess which should be considered? _____

Languages Spoken: _____ Languages Written: _____

_____ List the kinds of office or construction equipment you can operate _____

For applicants for jobs that requires driving:

Do you have a valid driver's license: Yes No State issued: _____

Do you have a valid MA Commercial Driver's License (CDL)? Yes No

List Endorsements _____

Do you authorize the Town to check your driving record for repeated or significant traffic violations?

Yes No

Education

Circle highest grade completed 8 9 10 11 12 GED College 1 2 3 4 5

Name of High School _____ City/Town: _____ State _____

College/Technical/Vocational Education

Name of School or College	Years/Semesters Completed	Did you graduate?	Major/Degree/field of study

MILITARY BACKGROUND

No Military Service

Branch of Service	Years of Service	Highest service appointment/job function	Discharge Status

EMPLOYMENT HISTORY-Must complete this section. "SEE RESUME" not accepted.

Include military service assignments and volunteer activities (if related to position(s) you are applying for). Exclude organization names which indicate race, color, religion, sex or national origin.) **Do not exceed space provided.**

Employer (Present or last)	Starting Date	Ending Date	Describe Work Performed
Position Title			
Address	Reason for Leaving		
Supervisor			
Employer	Starting Date	Ending Date	Describe Work Performed
Position Title			
Address	Reason for Leaving		
Supervisor			
Employer	Starting Date	Ending Date	Describe Work Performed
Position Title			
Address	Reason for Leaving		
Supervisor			
Employer	Starting Date	Ending Date	Describe Work Performed
Position Title			
Address	Reason for Leaving		
Supervisor			

Please state any additional information you feel may be helpful to us in considering your application.

Should you be offered employment, will you consent to a pre employment drug test and medical examination, as a condition of employment, conducted solely for the purpose of determining whether you are, with reasonable accommodation, capable of performing the essential functions of the job?

Yes No

The statements made by me in this application are full and true to the best of my knowledge and belief. I understand and authorize that the information provided may be verified, and that any willful misstatement of material facts herein will cause forfeiture on my part of all rights to any employment in the service of the Town of Amherst. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview (s) may result in discharge.

Signature _____ Date _____

THE TOWN OF AMHERST IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND STRIVES TO MAINTAIN A WORKFORCE THAT REFLECTS OUR DIVERSE COMMUNITY.

NOTICE TO APPLICANTS FOR EMPLOYMENT WITH THE TOWN OF AMHERST

Smoking Policy

Pursuant to the Massachusetts General Laws, smoking is not allowed in Town buildings. Also, Massachusetts General Laws state that no person who smokes any tobacco product shall be eligible for appointment as a police officer or firefighter.

Employment Verification

Public Law 99-603 requires the Town of Amherst to demonstrate a “good faith effort” in complying with the illegal alien employment statutes. Should you be hired for a position with the Town of Amherst, you will be asked to present the proper identification.

