

TOWN OF WEST TISBURY – EMPLOYMENT APPLICATION

Personnel Board · 1059 State Road, P.O. Box 278, West Tisbury, MA 02575
Email: personnel@westtisbury-ma.gov | Tel: 508-696-6404

Equal Opportunity Employer: The Town of West Tisbury does not discriminate based on any protected class. Applicants needing an accommodation should contact the Personnel Board. A fully completed application is required for each position.

I. Contact Information

Name Date

Mailing Address

City/State/Zip

Physical Address

City/State/Zip

Phone (Home) Phone (Cell) Email

II. Position Applying For

Position Title

How did you hear? Yes No

Have you been employed by the Town of West Tisbury before? Yes No

If yes, when? Department

III. Education

High School	City/State	Degree/Year
College	City/State	Degree/Year
Graduate/Other	City/State	Cert/Year

IV. Licenses & Certifications

Do you have a valid driver's license? Yes No Expiration

Other licenses/certificates

V. Office / Computer Skills

Word Processing	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced
Spreadsheets	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced
Databases	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced
Automated Accounting	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced
Bookkeeping	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced
Typing/Keyboarding	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced

VI. Special Skills / Additional Information

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VII. Employment History (last 4 positions)

May we contact your present employer? Yes No

Employer	Address			
Telephone	Title	Supervisor	Dates	
Reason for Leaving				
Primary Duties				

Employer	Address			
Telephone	Title	Supervisor	Dates	
Reason for Leaving!				
Primary Duties				

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personnel@westtisbury-ma.gov | Tel:774-447-4761

VIII. Professional References (3 required)

1. Name	Title	Relationship	Phone/Email
2. Name	Title	Relationship	Phone/Email
3. Name	Title	Relationship	Phone/Email

IX. Criminal History (CORI)

A Criminal Offender Record Information (CORI) check may be required for certain positions.

X. Employment of Minors

Are you under age 18? Yes No If yes, age

An Employment Permit may be required depending on age and position.

XI. Medical Information

Some positions may require a post-offer physical and/or psychological examination to confirm fitness to perform essential duties.

XII. Lie Detector Test (Massachusetts)

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. Applicant Acknowledgement & Signature

I affirm that the information I have provided is true and complete. I understand that misrepresentation or omission of facts is!
grounds for refusal of employment or termination if employed. I authorize the Town to verify the information provided and to contact!
references and prior employers as permitted by law. I understand that employment with the Town of West Tisbury is at-will, unless!
otherwise provided by a collective bargaining agreement.

Applicant Name (print)

Signature _____

Date

By submitting this application, I acknowledge and consent to the use of electronic signatures for all documents related to this application, including but not limited to background checks, offer letters, and other agreements. I understand that my electronic signature will be the legal equivalent of a handwritten signature.

I understand that I have the right to withdraw my consent to the use of electronic signatures at any time. If I withdraw my consent, I may be required to sign documents in paper form, and there may be a delay in processing my application.

I understand that I can request a paper copy of any document signed electronically by contacting personnel@westtisbury-ma.gov.
I understand that I will need to have access to a compatible web browser and PDF reader to view and retain electronic records.