

# TOWN OF WEST TISBURY

1059 STATE ROAD

P.O. BOX 278

WEST TISBURY, MA02575

PERSONNEL BOARD

508-696-6404

[PERSONNEL@WESTTISBURY-MA.GOV](mailto:PERSONNEL@WESTTISBURY-MA.GOV)

[www.westtisbury-ma.gov](http://www.westtisbury-ma.gov)

## An Equal Opportunity Employer

The Town of West Tisbury 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 West Tisbury Personnel Board.

**A fully completed application is required for each position. Also, "see resume" is not acceptable in any field.**

### I. Contact Information.

Name:

Date:

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Address (mailing) # and Street

City and State

Zip Code

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Address (physical)

#and Street

City and State

Zip Code

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Telephone (home)

Telephone (cell)

E-Mail Address

### II. Position applying For (Please specify position title or job category). \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

Have you ever been employed by the Town of West Tisbury When? What department?

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### III. Education

School	Name, Address, City, State	Type of Degree
High School		
College		
Graduate School		
Trade, Business,		
night courses		
Military Service,		
Other Training		

**IV. Licenses** (Please list all licenses you possess that are relative to the position you seek). A valid license is a condition of employment where required.

Do you have a valid driver's license? Yes\_\_\_ /No \_\_\_ if yes, enter expiration date \_\_\_\_

What other valid licenses or certificates do you possess? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Check the column that you feel best describes your knowledge:**

Skill	Basic Level	Advanced Level
Knowledge of Word Processing		
Knowledge of Spreadsheets		
Knowledge of Databases		
Automated Accounting System Knowledge		
Bookkeeping Knowledge		
Typing/Keyboarding		

**VI. Special Skills.** Please list any other skills or abilities you feel are relevant:

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**VII. Employment History.**

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.

May we contact your present employer?      Yes \_\_\_\_                      No\_\_\_\_

## VII. Employment History (continued)

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

Description of Primary Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

Description of Primary Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

Description of Primary Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VIII. Professional References:** (a minimum of 3 references is required.) List ONLY those individuals who we can contact, and who can attest to your professional abilities and work accomplishments. Do NOT include friends or relatives for whom you have not worked.

Name	Address	Phone	Title
Name	Address	Phone	Title
Name	Address	Phone	Title
Name	Address	Phone	Title

**IX. Criminal History.** The Town of West Tisbury requires a Criminal Offense Record Inquiry (CORI check) on all prospective employees for certain positions.

**X. Employment of Minors.**

The Town of West Tisbury 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: \_\_\_\_

**XI. Medical Information.**

Some positions are conditional upon a physical and/or psychological examination, where required. This will be the case where satisfactory fitness to perform the essential duties of the position is a condition of employment. In such cases, an applicant may be given a "conditional offer of employment."

**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 West Tisbury 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, can be justification for refusal of employment or can be justification for termination from employment, if employed.
- C. I understand that during the pre-employment screening process the Town may contact my references, verify that I have a valid driver's license or certifications where required and, where appropriate and to the extent allowed by law, conduct a check of my criminal offender record.
- D. In processing my application for employment, the Town of West Tisbury may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- E. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.
- F. I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.
- G. I understand that the Town of West Tisbury is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time. This provision may not apply in the event I am a member of a bargaining unit and a collective bargaining agreement provides other criteria for discipline or discharge.

My signature certifies that I have read and agree with the above statement and all statements contained in this Application for Employment.

Applicant Name (Please Print) \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date: \_\_\_\_\_