



# **Town of Bellingham**

## **Employment Application**

<b>(PLEASE PRINT)</b> <b>Position(s) Applied For :</b>			<b>Date of Application:</b>		
<b>Last Name</b>		<b>First Name</b>		<b>Middle Name (Mandatory)</b>	
<b>Address:    Number                      Street                                      City                                      State                                      Zip Code</b>					
<b>Telephone Number(s)</b> <b>Cell:</b>			<b>Email Address:</b>		
<b>Home:</b>			<b>Social Security Number:</b>		

Race (not required) Circle One	White	Black/African American	Asian	American Indian	Alaska Native
Ethnicity (not required) Circle one	Hispanic /Latino		Not Hispanic or Latino		

Please check applicable boxes below:		Y / N
If you are under 18 years of age, can you provide required proof of eligibility to work?		
Have you ever filed an application with us before? If yes, please provide date:		
Have you ever been employed with us before? If yes, please provide date:		
Do any of your friends or relatives, other than spouse, work here? If yes, please provide name, relationship, and location:		
Are you currently employed?		
May we contact your current employer?		
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? <i>Proof of citizenship or immigration status will be required upon employment</i>		
Do any of your friends or relatives, other than spouse, work here? If Yes, state name, relationship, /and location:		
Are you available to work:              Full Time              Part Time              Temporary		

<b>Education:</b>				
<b>SCHOOL</b>	<b>NAME/ADDRESS OF SCHOOL</b>	<b>MAJOR/MINOR</b>	<b>YEAR COMPLETED</b>	<b>DIPLOMA/ DEGREE</b>
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

<b>Work Experience:</b>				
Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.				
Employer	Dates Employed		Work Performed	
Address	To   From			
Telephone Numbers				
Job Title				
Supervisor				
Reason for Leaving	May We Contact   Yes   No			
Employer	Dates Employed		Work Performed	
Address	To   From			
Telephone Numbers				
Job Title				
Supervisor				
Reason for Leaving	May We Contact   Yes   No			
Comments: Include explanation of any gaps in employment.				
Describe any specialized training, apprenticeship, skills, and extra-curricular activities.				

Describe any job-related training received in the United States military.			
List professional, trade, business or civic activities and offices held. (You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status)			
Additional Information			
Other Qualifications: (Summarize special job-related skills and qualifications acquired from employment or other experience).			
<b>Personal/Professional References</b>			
<b>Name</b>	<b>Phone Number</b>	<b>Best Time to Call</b>	<b>Occupation</b>
1.			
2.			
3.			
4.			

## **Applicant's Statement**

I certify that the answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I agree to sign a Criminal Offender Record Information release form, as a condition of employment. This application for employment shall be considered active for a period of time not to exceed 100 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview (s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Return Application to:

Bellingham Human Resources  
Beth Cornell- Smith  
10 Mechanic Street  
Bellingham, MA 02019  
Email: [hrsupport@bellinghamma.org](mailto:hrsupport@bellinghamma.org)

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

\_\_\_\_\_  
Date

*Equal Opportunity Affirmative Action Employer*

### **EQUAL OPPORTUNITIES**

No person shall be excluded from or discriminated against in admission to and/or employment in the public schools of Bellingham, for admittance to State and Federally funded grant programs, or in obtaining the advantages, privileges, and course of study presented in these schools, on account of race, color, national origin, sex, gender identity, disability, religion, sexual orientation, or homelessness. This non-discrimination applies to all persons, whether or not the individual is a member of a conventionally defined "minority group". If you have any questions or concerns regarding compliance under Title IX and/or Section 504, please contact Rachel Lawrence, District Coordinator Title IX/Section 504, Bellingham Public School District, 4 Mechanic Street, Bellingham, MA 02019, 508-883-1706.