

CITY OF MARLBOROUGH

EMPLOYMENT APPLICATION

140 Main Street, Marlborough, MA 01752

PLEASE READ BEFORE FILLING OUT THIS EMPLOYMENT APPLICATION

The City of Marlborough (the “City”) is an equal opportunity employer and considers all applicants for employment without regard to race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, transgender status, pregnancy or a condition related to pregnancy, age (as defined by law), disability, military or veteran status, genetic information, or based on any individual’s status in any group or class protected by applicable federal, state, or local law. The City provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state and local law. If you require an accommodation in the application process, please contact Human Resources.

In processing this Employment Application, the City may request that an investigative consumer report be prepared, which may include information as to the applicant’s character, general reputation, and personal characteristics, obtained through personal interviews with neighbors, friends, and associates. In addition, information may be obtained from former employers and educational institutions that the applicant has attended. A credit bureau report may also be obtained as part of this application and later for purposes of promotion, reassignment, or retention. To the extent a consumer report or an investigative consumer report is required, the applicant will be provided with a separate disclosure and authorization form under the Fair Credit Reporting Act and applicable state law for the applicant’s execution.

Applications must be filled out, then printed, signed, and returned to Recreation Director Charles Thebado @ cthebado@marlborough-ma.gov

EMPLOYMENT DESIRED

Position Applying For: _____ Date of application (mm/dd/yyyy): _____

PERSONAL INFORMATION

Name: (First) _____ (Middle) _____ (Last) _____

Address: (Street) _____

(City) _____ (State) _____ (Zip) _____

Phone Number: _____ Email Address: _____

Length of time at this address: _____

List previous addresses within the United States, except Military, if the address changed during the past five (5) years:

Previous Address: _____ From: _____ To: _____

Previous Address: _____ From: _____ To: _____

Have you worked for the City of Marlborough before? ☐ Yes ☐ No

If yes, Department: _____ Dates of service: (mm/dd/yyyy) From: _____ To: _____

Do you have any immediate family (i.e. spouse, mother, father, sibling, or child) member working for the City? ☐ Yes ☐ No

If yes, please provide: Name: _____ Department: _____

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

I understand that any offer of employment is conditioned upon the satisfactory completion of the verification process as required by the Immigration Reform and Control Act of 1986, and that The City will only hire those individuals who are legally authorized to work in the United States and who present acceptable proof of their legal right to work in the United States.

EDUCATION*

Type of School	Name of School	City/State	Course Majored In	Number of Years Completed	Did You Graduate?	Diploma, Certificates or Degree Earned
High School/GED					☐ Yes ☐ No	
College/University					☐ Yes ☐ No	
Trade School					☐ Yes ☐ No	
Other					☐ Yes ☐ No	
List any applicable skills, training, certifications, and proficiencies						

*Do not answer if not relevant to the requirements of the position for which you are applying

EMPLOYMENT HISTORY

Please list your prior employers below, starting with your present or last position. Include summer and part-time work, and any periods of unemployment. You may include in your work history verified work performed on a volunteer basis. Attach additional sheets if necessary.

Employer/Company Name: _____ May we contact this employer? ☐ Yes ☐ No

Address: _____

Phone: _____ Position Title: _____

Employment Dates (mm/dd/yyyy): From: _____ To: _____ Supervisor: _____

☐ Full-time ☐ Part-time Number of Hours Worked per Week: _____

Reasons for leaving: _____

Employer/Company Name: _____ May we contact this employer? ☐ Yes ☐ No

Address: _____

Phone: _____ Position Title: _____

Employment Dates (mm/dd/yyyy): From: _____ To: _____ Supervisor: _____

☐ Full-time ☐ Part-time Number of Hours Worked per Week: _____

Reasons for leaving: _____

Employer/Company Name: _____ May we contact this employer? ☐ Yes ☐ No

Address: _____

Phone: _____ Position Title: _____

Employment Dates (mm/dd/yyyy): From: _____ To: _____ Supervisor: _____

☐ Full-time ☐ Part-time Number of Hours Worked per Week: _____

Reasons for leaving: _____

APPLICANT'S ACKNOWLEDGEMENT

PLEASE READ CAREFULLY BEFORE SIGNING THIS EMPLOYMENT APPLICATION

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.

I hereby authorize my present and former employers (unless I checked off "no" in the preceding section), educational institutions, and references to disclose to the City any and all information concerning my previous employment and any other pertinent information they may have, and I release all parties from any liability whatsoever resulting from such disclosure.

I certify that all the information provided by me on this Employment Application (and accompanying resume and/or other documents, if any) is true, accurate, and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that any omission or false statement made by me on this Employment Application may result in withdrawal of any job offer or termination of employment.

I understand that an offer of employment may be conditioned upon the results of a medical screening exam, pre-employment drug screening, criminal records check, and/or a background check.

In the event of my employment with the City, I will comply with all rules and regulations of the City, including those set forth in any City policies, by-laws, collective bargaining agreement (if applicable), or employment agreement (if applicable).

I hereby acknowledge that I have read the above statement and understand it.

Signature of Applicant: _____ Date: _____

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