

**City of Gloucester
Personnel Department
Employment Application**

POSITION APPLIED FOR: _____

NAME OF APPLICANT: _____

ADDRESS: _____

TELEPHONE: _____

QUALIFICATIONS FOR APPLIED POSITION: _____

AVAILABILITY: FULL TIME PART TIME TEMPORARY

IF UNDER 18 YEARS OLD PLEASE PROVIDE REQUIRED PROOF OF YOUR
ELIGIBILITY TO WORK: _____

MAY WE CONTACT YOUR CURRENT EMPLOYER? _____
ARE YOU CURRENTLY ON "LAY-OFF" SUBJECT TO RECALL? _____

EDUCATION:

INSTITUTION	GRADUATE YES	GRADUATE NO	COURSE/MAJOR
HIGH SCHOOL			
A.S.:			
B.S.:			
GRADUATE:			
COLLEGE COURSES: NO. OF HOURS:			
BUSINESS/TRADE:			
OTHER:			

PERSONNEL DEPARTMENT
 EMPLOYMENT APPLICATION
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LICENSE (S) OR REGISTRATION (S):

TYPE/CLASS	LICENSE NO:	1ST LIC.	RENEWAL	ISSUING AGENCY

WORK HISTORY:

EMPLOYER	DATES	POSITION	REASON FOR LEAVING

(PLEASE USE BACK OF FORM FOR ADDITIONAL EMPLOYERS)

HAVE YOU EVER BEEN EMPLOYED BY THE CITY? IF SO, WHEN? _____

MA LICENSE NO.: _____ CLASS: _____ EXP.: _____

REFERENCES:

1. _____
2. _____
3. _____
4. _____
5. _____

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Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status (Proof of Citizenship or Immigration Status is required upon employment). If you have a "Green Card", please supply the number and expiration:

Have you ever been convicted of a felony? If yes, please provide details: _____

An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to inquiry herein relative to prior arrests, criminal court appearances, or conviction.

An applicant for employment with a sealed record on file with the commissioner of Probation may answer "no record" to an inquiry relative to prior arrests, court appearances and adjudication on all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecution (MGL, C.276, Sec. 10CA).

An applicant for employment with a sealed record on file with the Commission of Probation may answer "no record" with respect to any inquiry herein relative to prior arrests or criminal court appearances (MGL, C.276, Sec. 100C).

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. Applications are considered for a one year period.

I understand that any misrepresentation or omission of information provided in this application or my interview (s) may result in discharge. I understand that I am required to abide by all rules and regulations of the Employer.

APPLICANT'S SIGNATURE: _____

DATE: _____