



# Town of Brewster Employment Application

2198 Main Street Brewster, MA 02631 | Phone: 508-896-3701 | Fax: 508-896-8089 | www.brewster-ma.gov

## An Equal Opportunity Employer

The Town of Brewster 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, gender identification, gender expression, genetic information 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 office of the Town Administrator.

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

### CONTACT INFORMATION:

Last Name \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Position Applying For \_\_\_\_\_ Date Available \_\_\_\_\_ How Did You Hear About This Position \_\_\_\_\_

Are You Seeking \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary Employment?

Are You Under The Age of 18? \_\_\_\_\_ If Yes, Please Indicate Your Age \_\_\_\_\_ **The Town of Brewster is subject to certain child labor provisions regarding the employment of persons under the age of 18. Please Note: If you are a minor, under the age of 18, you may be required to produce a current work permit.**

### EDUCATION:

High School/GED \_\_\_\_\_ Address \_\_\_\_\_ Number of Years Attended \_\_\_\_\_  Graduated?

College \_\_\_\_\_ Address \_\_\_\_\_ Number of Years Attended \_\_\_\_\_ Degree \_\_\_\_\_

Graduate School \_\_\_\_\_ Address \_\_\_\_\_ Number of Years Attended \_\_\_\_\_ Degree \_\_\_\_\_

Trade, Business, Night Courses, Certificates \_\_\_\_\_

Military Service or Other Special Training \_\_\_\_\_

### LICENSES:

Do You Have a Valid Driver's License (Class D Auto) Yes \_\_\_ No \_\_\_ Expiration Date \_\_\_\_\_

Do You Have a Valid Class A or B CDL Yes \_\_\_ No \_\_\_ Expiration Date \_\_\_\_\_

Do You Have a Valid Hydraulic License Yes \_\_\_ No \_\_\_ Expiration Date \_\_\_\_\_

Do You Have Any Other Job Related Licenses or Certifications \_\_\_\_\_

SKILLS	✓ Beginner	✓ Intermediate Level	✓ Advanced Level
Knowledge of Word Processing			
Knowledge of Spreadsheets			
Knowledge of Databases			
Automated Accounting System Knowledge			

**PREVIOUS EMPLOYMENT** – *Please do not write "see resume"*

Start with your present or last employer. You may include military service & any verifiable work performed as an intern or volunteer.  
**We may \_\_\_\_\_ may not \_\_\_\_\_ contact your present employer.**

Employer	Address
Telephone	Your Title
Supervisor	Supervisor's Title
Dates Worked	Reason for Leaving

Description of Primary duties:

Employer	Address
Telephone	Your Title
Supervisor	Supervisor's Title
Dates Worked	Reason for Leaving

Description of Primary duties:

Employer	Address
Telephone	Your Title
Supervisor	Supervisor's Title
Dates Worked	Reason for Leaving

Description of Primary duties:

**Business References That We May Contact, A Minimum of 3 References are Required**

Name	Address	Phone	Relationship

**Medical Information**

All offers of employment are conditional upon a physical examination, and an occupational evaluation, where required. Satisfactory fitness to perform the essential duties of the position, with or without a reasonable accommodation is a condition of employment.

**Pre-Employment Drug Test**

All offers of employment are conditional upon the satisfactory completion of a pre-employment drug test, where required. Satisfactory completion of a required drug or alcohol test is a condition of employment as outlined in the Drug and Alcohol Testing Policy of the Town of Brewster.

**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.

**Signature**

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

- A. I understand that acceptance of this application by the Town of Brewster 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, may be justification for the refusal of employment or may be justification for termination from employment, if employed whenever the information is discovered.
- C. I understand that any offer of employment that I receive from the Town of Brewster is contingent upon my successful completion of the pre-employment screen process including but not limited to the Town of Brewster receiving satisfactory references, a satisfactory criminal history and Criminal Offense Record Inquiry, satisfactory verification of driver’s license or certifications where required and satisfactory completion of any required post-offer pre-employment drug test or physical examination.
- D. In processing my application for employment, the Town of Brewster may verify all of the information provided by me concerning, among other things, my prior employment, volunteer work or military record, education, character, general reputation and personal characteristics, and may review any social media accounts.
- 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 and I release the Town and its employees and agents from any liability resulting from the verification process.
- F. I hereby release my present and former employers and all individuals contracted for factual information about me from any and all liability for damages arising from furnishing the requested information.
- G. If employed by the Town of Brewster, I understand that as a condition of employment, I may be required to furnish additional or updated medical information, that I may be required to undergo a physical examination, and/or an occupational evaluation, that I may be subject to drug and/or alcohol testing, that the Town may request a Criminal Offense Record Inquiry (CORI check) on me, investigate my driving record or verify my license(s) or certifications(s) as required for employment at any time during my employment. As a condition of employment an employee may be required to provide additional or updated information and may require both drug testing and an employment physical in order to allow us to the have the necessary information for making a proper decision on reasonable accommodations, if necessary.
- H. I understand that the Town of Brewster is an at-will employer. I understand that my employment may be terminated with or without cause at any time unless I am subject to the terms of a collective bargaining agreement and I have completed the required probationary period.

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