



Town of Middleton
Memorial Hall
48 South Main Street
Middleton, Massachusetts
01949-2253
978-774-3589
www.townofmiddleton.org

EMPLOYMENT APPLICATION

The Town of Middleton is committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, sex, color, ethnicity, age, sexual orientation, disability, religion, national origin, marital status, ancestry, handicap or veteran status.

Please type or print in ink.

Date of application: _____

Position applying for: _____

Type: Full-time___ Part-time___ Temporary___ Seasonal___

Personal Information

Name: _____
Last First Middle

Address: _____
No. & Street Town State Zip Code

Social Security Number: _____ E-mail _____

Telephone number - Home: _____ Cell: _____

Are you eligible to work in the United States? ___ Yes ___ No

Are you under 18 years of age? ___ Yes ___ No

If yes, do you have working permit? ___ Yes ___ No

Have you ever been employed with the Town before? ___ Yes ___ No

If yes, when? _____ In what position? _____

Why did you leave? _____

Do you have a relative employed by the town? ___ Yes ___ No

If yes, their name and relationship: _____



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Education

Name/Location	Course of study	Did you graduate?	Most current year completed	Degree
High School:				

Business/Technical/Other training:

College:

Graduate school:

Licenses/Certificates/Proficiencies

Do you have a valid driver's license? Yes No (Not required for all positions. Unless driving is an essential function of the position, lack of a driver's license will not disqualify an applicant.)

Class: _____ Endorsements: _____ Expiration Date: _____

Do you have any professional licenses? Yes No

If yes, please identify.

License: _____ Expiration Date: _____

Have you taken and/or hold any current Red Cross certificates:

First Aid: Yes No

First Responder: Yes No

Water Safety: Yes No

CPR Child/Adult: Yes No

Please describe any additional specialized training or job-related skills you may have that will help us evaluate your application for employment.



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Employment History

Please list most recent employment first. You may include work performed on a volunteer basis.

1. Employer's Name: _____

Tel: _____

Address: _____

Job title: _____ Dates of employment: _____ to _____

Immediate supervisor's name and job title:

Describe the work you performed: _____

Reason for leaving: _____

Starting Pay: _____ Ending Pay _____

2. Employer's Name: _____

Address: _____ Tel: _____

Job title: _____ Dates of employment: _____ to _____

Immediate supervisor's name and job title:

Describe the work you performed: _____

Reason for leaving: _____

Starting Pay: _____ Ending Pay: _____



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References

Please list three references:

1. Name: _____ Company/Affiliation: _____

Position: _____ Telephone: Work _____ Home _____

Address: _____

2. Name: _____ Company/Affiliation: _____

Position: _____ Telephone: Work _____ Home _____

Address: _____

3. Name: _____ Company/Affiliation: _____

Position: _____ Telephone: Work _____ Home _____

Address: _____



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Please fully answer the following questions, use additional pages if necessary:

1. Please describe any experience you have working with children?
2. What do you feel you can offer to the summer park program regarding creative abilities?
3. Please explain why you believe you are qualified for this position?
4. What volunteer organizations have you been involved in (if any)?
5. Why should the Town hire you as an employee of the summer program?



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**TOWN OF MIDDLETON
RELEASE FORM**

I _____ a candidate for the position of

_____ hereby authorize the Town of Middleton to investigate all statements in my application and to secure information from all my employers, references, and academic institutions. I hereby release all of those employers (current and prior), references, academic institutions, and the Town of Middleton from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the Town of Middleton.

Prior to being considered as a finalist for a position, I hereby voluntarily authorize the Town to conduct a criminal background check. Furthermore, I authorize the Town to investigate any and all statements made on my resume and/or application for employment. I hereby release the Town from any and all liability as a result of such investigation.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my criminal background check, academic credentials and/or employment references. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the Town of Middleton has not employed me and for immediate dismissal if the Town of Middleton has employed me. I also authorize the Town of Middleton to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release the Town of Middleton from any and all liability for its providing this information.

In the event of my employment with the Town of Middleton, I will comply with all rules, regulations, and policies set forth in the Town of Middleton's policy manual or other communications distributed by the Town of Middleton.

I understand that nothing in this employment application, in the Town of Middleton's policy statements or personnel guidelines, or in my communications with any Town of Middleton official is intended to create an employment contract between the Town of Middleton and me. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Town of Middleton unless it is made in writing and signed by a Town of Middleton official.

I hereby acknowledge that I have read, understand and agree to the terms in the preceding statement.

Signature of Applicant

Date