

# SEASONAL, TEMPORARY, & YOUTH EMPLOYMENT APPLICATION

355 E. Central Street  
Town of Franklin  
Franklin, MA 02038



Human Resources  
508-553-4810

*The Town of Franklin is an Affirmative Action/Equal Employment Opportunity Employer*

*All information must be typed or printed. Unreadable application will be discarded.*

## PERSONAL INFORMATION

1. Date of application: \_\_\_\_\_ 2. Position Applying For: \_\_\_\_\_

3. Name: \_\_\_\_\_  
*Last First Middle*

4. Address: \_\_\_\_\_  
*Number Street Apartment Number*  
\_\_\_\_\_  
*City/Town State Zip Code*

5. Telephone Number: Home \_\_\_\_\_ Daytime or Cell \_\_\_\_\_  
*Area Code/Number Area Code/Number*

6. Social Security Number: \_\_\_\_\_ 7. Driver's License Number: \_\_\_\_\_  
*Class/Number/State*

8. If hired, can you provide proof of citizenship or legal right to work?  Yes  No

9. Are you under 18 years of age?  Yes  No If yes, date of birth: \_\_\_\_\_

10. Have you ever been employed by the Town or School before?  Yes  No

If yes, when: \_\_\_\_\_ What Department \_\_\_\_\_

11. Do you have any relatives who work for the Town or School Department? ? Yes No

If yes, who: \_\_\_\_\_ In What Department: \_\_\_\_\_

## EDUCATION

12.

| Name/Location | Course of Study | Years Completed | Did you graduate? | Degree/Date |
|---------------|-----------------|-----------------|-------------------|-------------|
| High School   |                 |                 |                   |             |
| College       |                 |                 |                   |             |

**CERTIFICATION:** Many positions require certification. Please list below any Certifications that you may have obtained.

|    | <b>Type</b> | <b>Level</b> | <b>Date</b> |
|----|-------------|--------------|-------------|
| 1. | _____       | _____        | _____       |
| 2. | _____       | _____        | _____       |

**EMPLOYMENT HISTORY**

**13. Employer's Name** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_ **Job title:** \_\_\_\_\_  
**Worked from:** \_\_\_\_\_ **to:** \_\_\_\_\_

Immediate Supervisor's Name and Job Title: \_\_\_\_\_

Salary: \_\_\_\_\_ / \_\_\_\_\_      May we contact this employer?  Yes  No  
Starting                                  Ending

Describe the work you performed: \_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_

**Employer's Name** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_ **Job title:** \_\_\_\_\_  
**Worked from:** \_\_\_\_\_ **to:** \_\_\_\_\_

Immediate Supervisor's Name and Job Title: \_\_\_\_\_

Salary: \_\_\_\_\_ / \_\_\_\_\_      May we contact this employer?  Yes  No  
Starting                                  Ending

Describe the work you performed: \_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_

**Employer's Name** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_ **Job title:** \_\_\_\_\_  
**Worked from:** \_\_\_\_\_ **to:** \_\_\_\_\_

Immediate Supervisor's Name and Job Title: \_\_\_\_\_

Salary: \_\_\_\_\_ / \_\_\_\_\_      May we contact this employer?  Yes  No  
Starting                                  Ending

Describe the work you performed: \_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_

(Continue on separate sheet of paper, if necessary)

## REFERENCES

*Please provide references. Note that references listed in this section will be contacted.*

Reference #1

Name : \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: Daytime \_\_\_\_\_ Work \_\_\_\_\_

Reference #2

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: Daytime \_\_\_\_\_ Work \_\_\_\_\_

Reference #3

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: Daytime \_\_\_\_\_ Work \_\_\_\_\_

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This information provided in this application is for employment, is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the Town of Franklin to obtain any information from schools, employers or individuals relating to my activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the Town of Franklin any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Franklin's use only.

I hereby voluntarily release, discharge and exonerate the Town of Franklin, its agents and representatives, and any person so furnishing information for me and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or other investigations made by or on behalf of the Town of Franklin.

I understand that any employment offer by the Town is conditional upon my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986 within three days of the date of hire.

**I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

"Discrimination against any person in any practice or procedure in advertising, recruitment, referrals, testing, hiring, transfer, promotion or any other term, condition or privilege of employment which limits or adversely affects employment opportunities, because of political or religious opinions or affiliations, or because of race, color, sex, sexual orientation, national origin, marital status, pregnancy, parenthood, age or handicap which is unrelated to the person's occupational qualifications or any other non-merit factor which is not a bona fide occupational qualification is prohibited."

It is unlawful in Massachusetts to require a lie detector test as a condition of employment or continued employment. An employer who violates that law shall be subject to criminal penalties and civil liabilities.