



# Town of Provincetown Employment Application

260 Commercial Street, Provincetown, MA 02657

Phone: 508-487-7000 Fax: 508-487-9560

[www.provincetown-ma.gov](http://www.provincetown-ma.gov)

## An Equal Opportunity/Affirmative Action Employer

The Town of Provincetown is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, genetic information, sexual orientation 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 Town of Provincetown, Town Manager's Office.

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

### I. Contact Information.

Name	Date
Address # and Street or P.O. Box	City and State
Zip Code	
Telephone (home and cell)	Email
(h) (c)	

### II. Position Applying For (Please specify position title or job category).

How did you hear about the position?

Have you ever been employed by the Town of Provincetown? When? What department?

### III. Education.

School	Name, Address, City, State	Years Attended	Degree
High School			
College			
Graduate School			
Trade, Business, Night Courses			
Military Service, Other Training			

**IV. Licenses (Please list all licenses you possess that are relative to the position you seek).** A valid license is a condition of employment, where required.

Do you have a valid MA driver's license (Class D Auto)? ✓Yes \_\_\_\_\_ ✓No \_\_\_\_\_ If yes, enter expiration date \_\_\_\_\_

Do you have a valid MA CDL license (Class A or B)? ✓Yes \_\_\_\_\_ ✓No \_\_\_\_\_ If yes, enter expiration date \_\_\_\_\_

Do you have a valid MA Hydraulic license? ✓Yes \_\_\_\_\_ ✓No \_\_\_\_\_ If yes, enter expiration date \_\_\_\_\_

What other valid licenses or certifications do you possess (job related)? \_\_\_\_\_

### V. Office Skills (If applicable).

Check the column that you feel best describes your knowledge:

	✓Beginner	✓Intermediate Level	✓Advanced Level
Knowledge of Word Processing			
Knowledge of Spreadsheets			
Knowledge of Databases			
Automated Accounting System Knowledge			
Bookkeeping Knowledge			
Transcription Ability			
Shorthand/Speedwriting Ability			

**VI. Special Skills.**

Please list any other skills or abilities you feel are relevant: \_\_\_\_\_

**VII. Employment History.** {Please do not write "see resume"}

Please account for the last 4 positions you have held, starting with your present or last employer. All spaces must be filled in for each employer. You may include military service and any verifiable work performed as an intern or volunteer.

You ( ) may ( ) may not contact my present employer.

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Salary Received	Reason for Leaving

Description of Primary duties:

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Salary Received	Reason for Leaving

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Employer	Address
Telephone	Title
Supervisor	Dates Worked
Salary Received	Reason for Leaving

Description of Primary duties:

**VIII. Business References:** {A minimum of 3 references are required. Please do not write "see resume"}

Name	Address	Phone	Relationship
Name	Address	Phone	Relationship
Name	Address	Phone	Relationship
Name	Address	Phone	Relationship

**IX. Criminal History.**

- A. The Town of Provincetown requires a Criminal Offense Record Inquiry (CORI check) on all prospective employees for certain positions.
- B. A conviction will not necessarily be a bar to employment.

**X. Employment of Minors.**

The Town of Provincetown is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age.

Are you under age 18? \_\_\_\_\_ If yes, please indicate your age: \_\_\_\_\_

**XI. Medical Information.**

All offers of employment are conditional upon the satisfactory completion of a Health Questionnaire and conditional upon a physical examination, where required. Satisfactory fitness to perform the essential duties of the position is a condition of employment.

**XII. Pre-Employment Drug Testing.**

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 Provincetown.

**XIII. 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.

**XIV. Signature.**

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

- A. I understand that acceptance of this application by the Town of Provincetown does not imply that I will be employed. (Exceptions to A is an employee filling out this application for promotional purposes only.)
- 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, can be justification for refusal of employment or can be justification for termination from employment, if employed.
- C. I understand that any offer of employment that I receive from the Town of Provincetown is contingent upon my successful completion of the pre-employment screening process including but not limited to the Town of Provincetown receiving satisfactory references, a satisfactory criminal history and Criminal Offense Record Inquiry if required, 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. (Employees promoted into a grade 5 or higher position from a position that does not include drug testing will be added to the random drug testing list.)
- D. In processing my application for employment, the Town of Provincetown may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- 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.
- F. I hereby release my present and former employers and all individuals contacted 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 Provincetown, 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, 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 certification(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 especially if this employee has been on workers comp and may require both drug testing and an employment physical in order to allow us to have the necessary information for making a proper decision or reasonable accommodations, if necessary.
- H. I understand that the Town of Provincetown is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time unless there is an applicable bargaining unit contract provision.

My Signature Certifies That I Have Read And Agree With The Above Statements And All Statements Contained In This Application For Employment.

\_\_\_\_\_  
Applicant Name (Please Print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**AUTHORITY FOR RELEASE OF INFORMATION  
TOWN OF PROVINCETOWN**

I, [name] \_\_\_\_\_, born at [city, state] \_\_\_\_\_

on [date of birth] \_\_\_\_\_, having filed an application for employment with the Town of Provincetown, consent to have an investigation made as to my moral character, reputation, and fitness for the position to which I have applied, and such information as may be received reported to the appointing authority. I agree to give any further information which may be required in reference to my past record.

I also authorize and request that every person, firm, company, corporation, governmental agency, court, association, or institution having control of my documents, records, or other information pertaining to me; to furnish to the Town of Provincetown any such information, including documents, records, files regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, and to permit the Town of Provincetown or any of its agents or representatives to inspect and make copies of such documents, records and other information.

Specifically, I hereby authorize the release of the following data and records to the Town of Provincetown.

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

I understand that the information released by records custodians and sources of information is for official use of the Town of Provincetown.

The authority shall continue for one year unless sooner revoked in writing by the undersigned.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date