



Town of Dennis

Employment Application

P.O. Box 2060, South Dennis MA 02660

Phone: 508-760-6147 Fax: 508-394-8309

www.town.dennis.ma.us

An Equal Opportunity / Affirmative Action Employer

Thank you for your interest in employment with the Town of Dennis. The Town is an Equal Opportunity/Affirmative Action Employer. We assure you that your opportunity for employment with the Town will be based only on your merit, without regard to race, color, religion, sex, marital status, national origin, age, disability, sexual orientation, or any other class protected by federal, state, or local law.

INSTRUCTIONS: Each question should be fully and accurately answered. A resume may be attached, but "see resume" is not accepted in any field on this form. A separated application must be submitted for each position applied for.

I. GENERAL

Position applying for: _____ Date of Application: ____/____/____

Referral Source: Newspaper Ad Online Ad Employee Relative Town Bulletin Board
 Town Website Walk-in Other _____

Date available for work: ____/____/____

II. PERSONAL

Name: _____
(First) (Middle) (Last)

Address: _____
(# and Street) (City and State) (Zip Code)

Mailing Address (if different): _____

Telephone: Home _____ Cell _____

Between 8:30AM and 4:30PM: _____

If this is your current place of employment, may we contact you there? Yes No

Email: _____

Are you age 18 or older? Yes No If no, list date of birth: ____/____/____

Have you ever been employed by the Town of Dennis? Yes No

If yes, list Department: _____ Dates of Service: From ____/____/____ to ____/____/____

Were you in the U.S. Armed Forces? Yes No

If yes, which branch? _____ Dates of Service: From ____/____/____ to ____/____/____

III. EDUCATION

School	Name, Address, City, State	# of Years Attended	Degree
High School			
Vocational School			
College			
Graduate School			

Additional education and/or vocational, technical, or military training relevant to the position:

IV. SPECIAL SKILLS

Check the column that you feel best describes your knowledge:

	Beginner Level	Intermediate Level	Advanced Level
Knowledge of Personal Computers			
Knowledge of Word Processing			
Knowledge of Spreadsheets			
Knowledge of Databases			
Knowledge of Graphics			
Automated Accounting System Knowledge			
Bookkeeping Knowledge			

Office machines you operate: _____

List any machinery or heavy equipment that you have operated efficiently: _____

Special qualifications and skills: _____

V. LICENSES

Do you have a valid driver's license (Class D Auto)? Yes No If yes, enter expiration date: _____

Do you have a valid CDL license (Class A or B)? Yes No If yes, enter expiration date: _____

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

VI. EMPLOYMENT HISTORY (please do not write “see resume”)

Please account for the last 4 positions you have held. Start with your present or last employer. You may include military service and any verifiable work performed as an intern or volunteer. You () may or () 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

Description of Primary Duties: _____

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

Description of Primary Duties: _____

VII. BUSINESS REFERENCES (Please do not write “see resume”.)

Name	Address	Phone	Years Acquainted
Name	Address	Phone	Years Acquainted
Name	Address	Phone	Years Acquainted

VIII. OTHER INFORMATION

Are you able to provide documented proof of U.S. citizenship or valid work permit as required upon employment to work in the United States? Yes No

Have you ever been convicted of a felony; or in the past 5 years, of a misdemeanor or completed incarceration resulting from a misdemeanor conviction other than 1st conviction for drunkenness, speeding, minor traffic violation, affray, or disturbance of the peace? Yes No

If yes, give details: _____

IX. APPLICANT’S CERTIFICATION

I understand that all statements made in this application are true and complete under pains and penalties of perjury. I authorize the Town of Dennis to investigate all statements made as part of this application and to secure any necessary information from all prior employers, references, academic institutions, and law enforcement agencies. I release all of those persons, employers, references, academic institutions, and law enforcement agencies from any and all liability arising from their giving and receiving information about my employment history, academic credentials, qualifications, or criminal record. I understand that any false answers or statements or misrepresentations by omission made by me as part of my application will be sufficient for rejection of my application or for my immediate dismissal should one be discovered after I am employed. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity and that failure to submit proof will result in denial of employment. I understand that the Town follows an “employment at will” policy and nothing in this employment application, in the Town’s statements of personnel guidelines or in my communication with any Town employee or official is intended to create an employment contract between the Town and me. Employment is not guaranteed for a definite period of time and that some positions regarded as part-time and/or temporary are paid for actual hours worked and are not entitled to benefits offered to full-time positions (except FICA and Workers’ Compensation). There is nothing to keep me from fulfilling the duties of the job for which I have applied.

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

**TOWN OF DENNIS
APPLICANT PROFILE**

OPTIONAL INFORMATION

Please complete this information for our records and required reporting. Please submit form with your completed application. Thank you.

PLEASE PRINT

Applicant Name: _____
Last First Middle Initial

Applicant Address: _____
P.O. Box, Street, Town, State & Zip Code

Position applying for: _____

Sex: M F

Race Selection

Please circle one of the following:

1. White: (not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
2. Black: (not of Hispanic origin) All persons having origins in any of the Black racial groups of Africa.
3. Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
4. Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
5. American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
6. Cape Verdean: All persons who are descendants of anyone born in the Cape Verde Islands
7. Unknown