



**TOWN OF WESTFORD
HUMAN RESOURCES DEPARTMENT
55 MAIN STREET
WESTFORD, MA 01886
Phone: (978) 399-2915 Fax: (978) 399-2571
Email: hr@westfordma.gov**

APPLICATION FOR EMPLOYMENT

Please type or print clearly in ink

Personal Information

1. Job Applying For: _____

2. Name: _____
LAST FIRST MIDDLE INITIAL

3. Address: _____

4. Telephone Number(s): _____

5. Have you ever previously been employed by the Town of Westford? Yes: _____ No: _____

If yes, please provide name of department, position and dates of employment:

6. Are you prevented from lawfully becoming employed in the United States because of visa or immigration status? _____

If you are not a United States Citizen, proof of immigration status may be required upon employment.

I understand that any offer of employment is conditioned upon the satisfactory completion of the verification process as required by the Immigration Reform and Control Act of 1986, and that the Town will only hire those individuals who are legally authorized to work in the United States and who present acceptable proof of their legal right to work in the United States.

Education

7. a) Did you graduate from high school or obtain a GED? Yes: _____ No: _____

b) If so, name of school: _____

If not, what was the highest grade you completed? _____

If you have a high school equivalency certificate, please indicate the year and place it was granted: _____

c) List any colleges, business schools or technical schools you attended:

Name of School	Location	Course/ Major	Date Attended	Degree/ Certificate
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

d) Other training (special courses, work-training programs, armed forces training). Give the name and location where training was given, list certificates achieved, dates attended, subject of training, number of hours weekly and other details only if related to the job for which you are applying:

8. Are you available? _____ Full-time; _____ Part-time

9. Times available? _____ Days; _____ Evenings

10. Days of the week available to work?

Employment History

11. Start with your present job, or if not currently working start with your most recent job. List all paid and unpaid, full or part-time work, military service and summer jobs during the past ten (10) years. Use additional paper if necessary. Jobs held more than ten (10) years ago may be included if they are relevant to the job you are applying for.

Starting Date: _____ Ending Date: _____

Name of Employer City / State

Job Title: _____

Work Duties Performed:

Reason for Leaving: _____

Starting Date: _____ Ending Date: _____

Name of Employer City / State

Job Title: _____

Work Duties Performed:

Reason for Leaving: _____

Starting Date: _____ Ending Date: _____

Name of Employer City / State

Job Title: _____

Work Duties Performed:

Reason for Leaving: _____

APPLICANT'S ACKNOWLEDGMENT

PLEASE READ CAREFULLY BEFORE SIGNING THIS EMPLOYMENT APPLICATION.

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE STATEMENT AND UNDERSTAND IT.

Signature of Applicant

Date

Please email completed Application for Employment to:
hr@westfordma.gov or fax to 978-399-2571
Applicants are encouraged to also attach a resume and cover letter.

The Town of Westford is an equal opportunity employer.