



TOWN OF RANDOLPH EMPLOYMENT APPLICATION

Applicants are considered for all positions without regard to age, race, color religion, sex, sexual orientation, national origin, marital or veteran status or any other legally protected status. Any person who needs assistance in fully participating in the application process should contact the Town of Randolph Human Resources Department.

(PLEASE PRINT) Date of Application _____

Position(s) Applied For _____

How did you find out about this position? _____

Name: _____

Last

First

Middle

Address: _____

City

State

Zip Code

Email _____

Telephone: (____) _____ (____) _____

Home

Cell

Optional: Gender: _____ M _____ F _____ Other

Race: _____

If employed and you are under 18, can you furnish a work permit? _____ Yes _____ No

Have you filed an application here before? _____ Yes _____ No

If yes, give date & name of position applied for: _____

Have you ever been employed here before? _____ Yes _____ No

If yes, give date, position and reason for leaving _____

Are you employed now? _____ Yes _____ No

May we contact your present employer to confirm employment? _____ Yes _____ No

On what date would you be available for work? _____

Would you accept _____ Full-time _____ Part-Time _____ Shift Work _____ Temporary

Are you on a lay-off subject to recall? _____ Yes _____ No

Can you travel if a job requires it? _____ Yes _____ No

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

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)? _____

Either attach a resume or summarize any other special skills and qualifications acquired from employment or other abilities you feel are relevant, including proficiency in languages other than English _____

List relevant professional, trade, business or civic activities and offices held.

Either attach a resume or CV outlining your educational background or complete the section below.

EDUCATION

	School Name	Years Completed	Diploma/Degree Describe Course of Study:	Skills, Specialized Training, Apprenticeship, Extra-Curricular Activities
High		12		
College/University		1 2 3 4		
Graduate/Professional		1 2 3 4		

Honors Received: _____

Either attach a resume or CV outlining your employment history or complete the Employment section. Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate age, race, color, religion, sex, national origin, or national origin, or other protected class.

EMPLOYMENT

Employer	Dates Employed From To	Work Performed
Address		
Job Title		
Supervisor	Telephone Number:	May we contact supervisor?
Reason for Leaving		

Employer	Dates Employed From To	Work Performed
Address		
Job Title		
Supervisor	Telephone Number:	May we contact supervisor?
Reason for Leaving		

Employer	Dates Employed From To	Work Performed
Address		
Job Title		
Supervisor	Telephone Number:	May we contact supervisor?
Reason for Leaving		

If you need additional space, please continue on a separate sheet of paper. Please include verified volunteer work (MGL C.149.52B) if you would like us to consider that.

Criminal History

The Town of Randolph requires a Criminal Offender Record Inquiry (CORI check) on all prospective employees for certain positions. A conviction will not necessarily bar employment.

Employment of Minors

The Town of Randolph 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 the age of 18? If yes, please indicate your age: _____

Medical Information

Where required, offers of employment are conditional upon the satisfactory completion of a pre-employment physical. Satisfactory fitness to perform the essential duties of the position is a condition of employment.

Pre-Employment Drug Testing

Where required, some offers of employment are conditional upon satisfactory completion of a pre-employment drug test. 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 Randolph.

Signature

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

- A. I understand that acceptance of this application by the Town of Randolph 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 interview, can be justification for refusal or 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 Randolph is contingent upon my successful completion of the pre-employment screening process including but not limited to the Town of Randolph receiving satisfactory references, a satisfactory criminal history and Criminal Offender 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.
- D. In processing my application for employment, the Town of Randolph 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 Randolph, 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 Offender Record Inquiry (CORI check) on me, investigate my driving record or verify my license(s) or certifications(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 had been on workers comp with another employer 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.

I understand that the Town of Randolph 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