



Town of Reading

16 Lowell Street
Reading, MA 01867
Human Resources
781.942.9033

Position Desired: _____

Employment Application

e-mail to:

jobs@ci.reading.ma.us

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Cell: _____

E-mail _____

Are you over 18? YES NO If you are under 18 have you obtained a
Massachusetts working permit? YES NO
Are you authorized to work in the U.S.? YES NO

Have you ever worked for the Town? YES NO If yes, when? _____

How did you
hear about
this position:

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Emergency Contact

Name: _____ Relationship: _____

Phone: _____

Signature (2 of 2)

Authorization

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 Reading 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 Reading any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Reading's use only.

I hereby voluntarily release, discharge and exonerate the Town of Reading, its agents and representatives, and any person so furnishing information from any and all liabilities 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 Reading.

I understand that all appointments are at-will and probationary for a term of 6 months to 1 year depending on position. I also understand that I must demonstrate my ability for continued employment evaluated through annual performance reviews. In addition I understand that I must be available from time to time to work outside normal business hours, as the needs of the department require.

I agree to take a pre-employment physical examination, which may include testing for drugs or a psychological examination, as required, and recognize that any offer of employment may be contingent upon the results of such an examination.

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

Signature: _____ Date: _____