



**APPLICATION FOR EMPLOYMENT**  
**TOWN OF DIGHTON**  
**979 Somerset Avenue**  
**Dighton, MA 02715**  
**(508) 669-6431**

**An Equal Opportunity/Affirmative Action Employer**

The Town of Dighton is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, 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 Administrator.

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

Position Applied For \_\_\_\_\_ Application Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Telephone Number (\_\_\_\_) \_\_\_\_\_

How Long At Current Address \_\_\_\_\_ Best Time To Reach You At Home \_\_\_\_\_

Previous Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Street City State

Previous Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Street City State

Previous Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Street City State

In Case Of Emergency, Name Of Desired Contact:

Name \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

Are you at least 18 years old?  Yes  No If Under 18, can you furnish a work permit?  Yes  No

Have you filed an Employment Application with the Town of Dighton before?  Yes  No

If Yes, When? \_\_\_\_\_ With which Department? \_\_\_\_\_

Can you, after employment, submit verification of your legal right to work in the United States?  Yes  No  
 Verification of your legal right to work in the United States will be required upon employment.

Date available for work: \_\_\_\_\_ Type of employment desired  Full Time  Part Time  Temporary

Have you ever been convicted of a felony? \*  Yes  No \*Conviction is not necessarily a bar to employment.

If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

\*NOTE: An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "NO RECORD" with respect to any inquiry herein relative to prior arrest, criminal court appearances, or convictions. An applicant for employment may answer "NO RECORD" with respect to any inquiry relative to prior arrests, court appearances, and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for disposition.

### EMPLOYMENT HISTORY

List your employers or volunteer activities, starting with the most recent, including military service. Explain any gaps in the comment section below.

Employer	Dates Employed		Summarize the nature of the work performed and job responsibilities.
	From	To	
Address			
Job Title			
Immediate Supervisor and Title	Telephone No.		
Reason For Leaving			
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer	Dates Employed		Summarize the nature of the work performed and job responsibilities.
	From	To	
Address			
Job Title			
Immediate Supervisor and Title	Telephone No.		
Reason For Leaving			
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer	Dates Employed		Summarize the nature of the work performed and job responsibilities.
	From	To	
Address			
Job Title			
Immediate Supervisor and Title	Telephone No.		
Reason For Leaving			
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employer	Dates Employed		Summarize the nature of the work performed and job responsibilities.
	From	To	
Address			
Job Title			
Immediate Supervisor and Title	Telephone No.		
Reason For Leaving			
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Comments: (Explain any gaps in employment) \_\_\_\_\_

**SKILLS & EDUCATIONAL BACKGROUND**

School Name & Location	Attended From	To	Last Grade or Level Completed	Diploma or Degree?	Course/Major

List any foreign language(s) and mark the box that best describes your skill level.

Language	Read & Write	Read & Speak	Read Only	Speak Only

**SKILLS & QUALIFICATIONS:** Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work for the Town of Dighton.

---



---



---



---



---

**REFERENCES:**

List name and telephone number of three (3) references who are not related to you and who are not previous supervisors.

Name & Occupation	Telephone Number	Years Known

List professional, business, trade or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, disability, or other protected status.)

Organization	Member Since	Office Held

**APPLICANTS SEEKING EMPLOYMENT INVOLVING THE ON THE JOB OPERATION OF A MOTOR VEHICLE**

Type of license you now have	State	License Number	Ever Revoked?	If yes, please explain
			( ) YES	
			( ) NO	

**Motor Vehicle Driving Experience**

FROM Mo/Yr TO Mo/Yr	Name & Address of Employer	Type of Vehicle

Any special accomplishments, publications, or awards can be listed below. (Exclude information which would reveal sex, race, religion, national origin, age, disability or other protected status.)

---



---



---

List any additional information you would like considered.

---



---



---



---



---



---

---

**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.

**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 for specific positions within the Town of Dighton.

**Criminal History.**

A. Have you ever been convicted of a criminal offense?  Yes  No      Record \* **Read Below Before Responding** \*

If your answer is Yes, please state the date(s) of the charge(s) and final disposition(s) \_\_\_\_\_

---

Under Massachusetts Law, you may answer “no record” above if any of the following circumstances are applicable: (1) You have never been convicted for a violation of a criminal statute.

(2) You have a first conviction for any of the following misdemeanors: (a) drunkenness, (b) simple assault, (c) speeding, (d) minor traffic violations, (e) affray, or (f) disturbance of the peace.

(3) You have been convicted of misdemeanors where the date of conviction or the termination of incarceration, if any, occurred more than five years before the date of this application and you have not been convicted of a criminal offense within this five year period.

(4) You have a felony or misdemeanor conviction which has been sealed pursuant to Massachusetts Law.

(5) You have juvenile delinquency or child in need of services complaints which were not transferred to Superior Court for prosecution.

B. The Town of Dighton requires a Criminal Offense Record Inquiry (CORI check) on all prospective employees. This check will be performed regardless of criminal history information provided above.

C. A conviction will not necessarily be a barrier to employment.

I understand that any offer of employment that I receive from the Town of Dighton may be contingent upon my successful completion of the pre-employment screening process including – but not limited to – the Town of Dighton receiving satisfactory references, review of my driving history, completion of Criminal Offender Record Information (“CORI”) check and or a Sex Offender Record Information (“SORI”) check and, if appropriate, pre-employment drug test, physical examination, and/or psychological screening to determine my fitness to perform the essential functions of the position, with or without a reasonable accommodation. I understand that any such test results will be communicated in a confidential manner.

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; the Town of Dighton will hire only those individuals who are legally authorized to work in the United States and who present acceptable proof of their lawful employment status and identity.

**STATEMENT**

I CERTIFY THAT THE FACTS SET FORTH IN MY APPLICATION ARE TRUE AND COMPLETE. I UNDERSTAND THAT, IF EMPLOYED, FALSE STATEMENTS OR OMISSIONS ON THIS APPLICATION WILL BE GROUNDS FOR IMMEDIATE TERMINATION OF MY EMPLOYMENT. I AUTHORIZE THE TOWN OF DIGHTON TO INVESTIGATE AND VERIFY ALL PERSONAL AND EMPLOYMENT REFERENCES I HAVE INCLUDED IN THIS APPLICATION AND TO SECURE ADDITIONAL INFORMATION ABOUT ME, IF JOB RELATED. I HEREBY RELEASE FROM LIABILITY THE TOWN OF DIGHTON AND ITS REPRESENTATIVES FOR SEEKING SUCH INFORMATION AND ALL OTHER PERSONS, CORPORATIONS OR ORGANIZATIONS FOR FURNISHING SUCH INFORMATION.

THIS APPLICATION IS CURRENT FOR ONLY 60 DAYS. AT THE CONCLUSION OF THIS TIME, IF I HAVE NOT BEEN CONTACTED BY THE TOWN OF DIGHTON AND STILL WISH TO BE CONSIDERED FOR EMPLOYMENT, IT WILL BE NECESSARY TO FILL OUT AND FILE A NEW APPLICATION.

**OFFERS OF EMPLOYMENT**

I UNDERSTAND THAT NO OFFER OF EMPLOYMENT, ASSURANCE OF EMPLOYMENT, NOTIFICATION OF TERMS OR CONDITIONS OF EMPLOYMENT, OR PROMISES OR AGREEMENTS OF ANY KIND REGARDING EMPLOYMENT WITH THE TOWN OF DIGHTON MAY BE CONSIDERED VALID BY ME UNLESS AND UNTIL SUCH OFFERS, ASSURANCES OR OTHER EMPLOYMENT INFORMATION IS RECEIVED DIRECTLY FROM THE APPROPRIATE APPOINTING AUTHORITY OR ITS DULY AUTHORIZED AGENT. I FURTHER UNDERSTAND THAT ANY SUCH OFFER OF EMPLOYMENT MAY BE MADE CONTINGENT UPON MY SUCCESSFUL COMPLETION OF A PHYSICAL AND/OR PSYCHOLOGICAL SCREENING DESIGNED TO DETERMINE MY ABILITY TO MEET THE ESSENTIAL REQUIREMENTS OF THE JOB.

APPLICANT'S  
SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_