



**Other Training, Licenses and/or Certifications:**

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**Employment History:**

Starting with your present job or most recent job, list all paid or volunteer positions held during the last ten (10) years. Please use additional sheets of plain white paper if you need more space. A resume may not be substituted, but may be included as a supplement.

Name & Address of Employer	Position, Duties and Supervisor		Reason for Leaving
Phone Dates From      To	Supervisor's Name May we contact? Yes    No		
Phone Dates From      To	Supervisor's Name May we contact? Yes    No		
Phone Dates From      To	Supervisor's Name May we contact? Yes    No		
Phone Dates From      To	Supervisor's Name May we contact? Yes    No		
Phone Dates From      To	Supervisor's Name May we contact? Yes    No		

Applicable Notes: \_\_\_\_\_

Have you ever worked under a different name? No Yes Explain: \_\_\_\_\_

Are you available to work?

Circle all that apply: Full-Time Part-Time Holidays Weekends Nights

Have you ever been employed with the Town of Hadley before? No Yes If yes, please give position and dates: \_\_\_\_\_

Have you ever been convicted of a felony\*? (A conviction will not necessarily disqualify an applicant from employment.) No \_\_\_ Yes \_\_\_ If yes, please explain: \_\_\_\_\_

Have you ever been convicted of a misdemeanor, other than a first misdemeanor conviction for drunkenness, simple assault, speeding, minor traffic violation, affray or disturbance of the peace, within the last 5 years\*? (A conviction will not necessarily disqualify an applicant from employment.) No \_\_\_ Yes \_\_\_ If yes, please explain: \_\_\_\_\_

**Professional References:**

List three people, not related to you, who can comment on your work performance

Name	Address	Occupation	Telephone	Relationship	Years acquaintance

**Emergency Contact:**

Name	Address	Phone
Place of employment	Address	Phone
Relationship to you		

**Applicant's Certification and Agreement:**

I understand that the foregoing will be verified in order to expedite my application for employment with the Town of Hadley. I hereby authorize the Town to conduct a full investigation into my background.

I authorize the Town to obtain my previous work records, employment records, character references and any other information concerning character, ability and habits and all other necessary information. Further I grant authority to the keeper of these records to release said records to the Town of Hadley for the purpose of making its hiring decision. I agree that the Town shall not be liable in any respect if a job offer is not extended, is withdrawn, or my employment is terminated because of false statement, omissions or answers made by me on this application. I agree that my previous employers shall not be liable with regard to any information provided by them in connection with this release.

If employed, I agree to abide by all rules and regulations of the Town/ Police Department. I understand if convicted of a felony, I will notify my supervisor immediately. I agree to furnish such additional information and complete such examination as may be required to complete an employment process and understand that this application for employment in no way obligates the Town to employ me. I acknowledge that the Town will, if applicable, review the Criminal Offender Record Information (C.O.R.I.) and the Sex Offender Registry Information (S.O.R.I.). I understand that I will be informed if there may be an adverse employment decision based on the C.O.R.I. information.

I certify under the pains and penalty of perjury that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing, which, if disclosed, would affect this application unfavorably. I understand that any false statements, omissions or answers made by me on this application can result in my immediate termination.

I understand that unless I am subject to the terms of a collective bargaining agreement, my employment will be at-will, which means that both the Town of Hadley and I are free to terminate the employment relationship at any time for any non-statutorily prohibited reason or for no reason at all, with or without notice.

I hereby acknowledge that I have read in full and understand the above statements and conditions of employment.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Applicant \_\_\_\_\_

## Required Documents for Application Submission

Cover Letter

Resume

Credit Report

High School Diploma

College Transcripts (if applicable)

Police Academy Certificate

For Military Veterans, Form DD-214

Copy of Driver's License

Proof of Citizenship (Birth Certificate, Social Security Card)