

Town of Russell

65 Main Street
P.O. Box 407
Russell, MA 01071
(413) 862-3265



Application for Employment

First Name: _____ Middle: _____ Last: _____

Street Address: _____ City: _____ State: _____

Zip: _____ Social Security Number: _____ Phone: _____

Position Desired: _____

When will you be available to begin work? _____

Have you been convicted of or pleaded no contest to a felony within the last five (5) years?

Yes: _____ No: _____ If yes, please explain: _____

Have you been convicted of, pleaded guilty to, or pleaded no contest to an act of dishonesty, or breach of trust or moral turpitude, such as misdemeanor petty theft, burglary, fraud, writing bad checks and other related crimes within the past five (5) years?

Yes: _____ No: _____ If yes, please explain: _____

Do you have other special training skills (computer software knowledge or machine operation skills, etc) relative to the position you are applying for?

Yes: _____ No: _____ If yes, please explain: _____

Education:	Name and School Address	Major	Degree/Diploma
------------	-------------------------	-------	----------------

High School:	_____	_____	_____
--------------	-------	-------	-------

College:	_____	_____	_____
----------	-------	-------	-------

List any skills or qualifications such as: job related licenses, training, honors, awards or special accomplishments that may be helpful in the position you are applying for: _____

Employment History: Please fill out your employment history beginning with your present or most recent employer:

Employer #1 _____

Address: _____ Phone: _____

Supervisor: _____

Position Title: _____ From: _____ To: _____

Duties: _____

Reason for Leaving: _____

Employer #2 _____

Address: _____ Phone: _____

Supervisor: _____

Position Title: _____ From: _____ To: _____

Duties: _____

Reason for Leaving: _____

Employer #3 _____

Address: _____ Phone: _____

Supervisor: _____

Position Title: _____ From: _____ To: _____

Duties: _____

Reason for Leaving: _____

May we contact your present employer? Yes: _____ No: _____

References: (Exclude former employers and relatives)

Name/Title	Address and Phone No.	Occupation
1. _____	_____	_____
_____	_____	_____
2. _____	_____	_____
_____	_____	_____
3. _____	_____	_____
_____	_____	_____

In addition to completing this application a resume may also be required for the position you are applying for.

I certify that that the information contained in this application is true and complete to the best of my knowledge and I understand that any false information on the application may be grounds for me not being hired.

Date: _____

Signature: _____