



APPLICATION FOR EMPLOYMENT

Title for which you are applying:

Job Title

WEST BOYLSTON WATER DISTRICT

183 Worcester Street

West Boylston, MA 01583

Telephone: (508) 835-3025

email: commissioners@westboylstonwater.org

website: <http://www.westboylstonwater.org>

PLEASE READ THIS BEFORE FILLING OUT THE APPLICATION FORM

A new application must be submitted for each position for which you are applying. Resumes are not accepted in lieu of an application, but may be attached for supplemental information. The completed application may be submitted to the Water District at the address listed above.

This application form is an important part of the employment process. Candidates for any position may be eliminated based on an evaluation of the application. Please type or complete in ink as neatly and clearly as possible. Answer all questions to the best of your knowledge/ability. You may provide as much detail as you wish by adding extra sheets of information or a resume. False, incomplete or inaccurate information is cause for disqualification or discharge.

Thank you for your interest in our District.

If you need assistance completing this application, contact the Office at (508) 835-3025.

PERSONAL INFORMATION

Name: _____
Last First M.I.

Present Mailing Address: _____
Number and Street City State Zip Code

Street Address, if different from above: _____

Telephone Number: (circle one) Home or Mobile: _____ Business/Message: _____

May we communicate with you via e-mail? Yes No

If yes, print e-mail address: _____

Do you have a valid Drivers License? Yes No

Additional information will be required prior to employment.

GENERAL INFORMATION

Can you work legally in the United States? Yes No
If hired, documentation showing eligibility for employment in the United States and identity will be required.

Have you ever been employed by the Water District? Yes No
If "yes", on a **separate sheet** please give date(s), job title(s), department location(s) and reason(s) for separation.

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Last Year Completed	Did you Graduate	List Diploma or Degree
High			<input type="checkbox"/> 1	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> 2		
			<input type="checkbox"/> 3 <input type="checkbox"/> 4		
College			<input type="checkbox"/> 1	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> 2		
			<input type="checkbox"/> 3 <input type="checkbox"/> 4		
College			<input type="checkbox"/> 1	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> 2		
			<input type="checkbox"/> 3 <input type="checkbox"/> 4		
Other Specify			<input type="checkbox"/> 1	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> 2		
			<input type="checkbox"/> 3 <input type="checkbox"/> 4		

MILITARY SERVICE RECORD

Have you served in the U.S. Military Service? Yes No

If yes, list skills acquired, including special training: _____

EMPLOYMENT EXPERIENCE

List below all present and past employment beginning with your most recent. If you held more than one position with the same employer, please list each position separately.

1	Employer	From Month/Year	To Month/Year	Work Performed
	Street Address			
	City	State		
	Phone Number of Employer			
	Job Title			
	Supervisor			
	Reason for Leaving			

2	Employer	From Month/Year	To Month/Year	Work Performed
	Street Address			
	City	State		
	Phone Number of Employer			
	Job Title			
	Supervisor			
	Reason for Leaving			

3	Employer	From Month/Year	To Month/Year	Work Performed
	Street Address			
	City	State		
	Phone Number of Employer			
	Job Title			
	Supervisor			
	Reason for Leaving			

4	Employer	From Month/Year	To Month/Year	Work Performed
	Street Address			
	City	State		
	Phone Number of Employer			
	Job Title			
	Supervisor			
	Reason for Leaving			

REFERENCES

List below the name, address and telephone number of four references who are not related to you, not employed by the District, and are not any of your previous employers or co-workers.

Water Operator Licenses or Certifications (if required for the job):

Grade(s): _____

License #(s): _____

Expiration Date(s): _____

Issued By: _____

Other Licenses or Certifications (if required for the job):

Profession Trade: _____

Level: _____

Expiration Date: _____

Issued By: _____

Summarize any special skills or qualifications. Include knowledge, skills and abilities not shown elsewhere in this application. Be specific. _____

Any offer of employment may be made contingent on applicant passing a job related physical examination and drug test.

EMERGENCY CONTACT:

Name

Address

Phone

AGREEMENT AND CONSENT

1. **I certify that these answers are true and correct to the best of my knowledge.**
2. **I UNDERSTAND THIS APPLICATION IS SUBJECT TO VERIFICATION. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN.** I understand that misrepresentations or omissions of fact in this application will be sufficient cause for disqualification or dismissal from employment with the District if I have been employed. I agree that the District will not be held liable in any respect if any employment offer is not tendered, is withdrawn, or my employment is terminated due to false statements and answers in this application. I understand and agree that this application is an initial application. I understand that additional information may be required of me. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.
3. **I understand that this application may be a public record and, upon request, may be released by the District, as required by law.**
4. **I hereby acknowledge that I have read and agree to the above statements.**

Sign Your Name. Filling in this field constitutes an electronic signature.	Date

We consider applicants for all positions without regard to race, color, religion, sex,
national origin, age, disability, or any other legally protected status.
We are an Equal Opportunity Employer, M/F.