



APPLICATION FOR EMPLOYMENT

Notice to Applicants

All applicants will be given equal consideration regardless of race, color, religion, sex, sexual orientation, ancestry, age, disability, handicap, genetic information, service in the military, gender identity, or membership in any other group protected by applicable law. Applicants who need an accommodation in the application or interview process are asked to make a request by contacting Conway's Town Administrator (townadmin@townofconway.com; 413-369-4235, x3).

Personal Information

Date: _____ Phone: (____) _____ Email: _____

Name: _____
(last) (first) (middle)

Street Address/P.O. Box: _____

City, State, Zip Code: _____

Position Desired: _____ Department: _____

Date available for employment: _____

Have you ever been employed by the Town of Conway before? Yes No

If so, dates: _____ Prior position: _____

If so, reason for leaving:

Education

Please describe any education or experience you have relevant to the position you are applying for.

Employment History

Please give accurate, complete, full-time and part-time employment record. Start with your most recent employer. You may also include any verified work performed as a volunteer in this listing.

Company Name	Telephone
Address:	Employed (state Month & Year)
Name of Supervisor	From: To:
Job Title and Description	
Reason for Leaving	
Company Name	Telephone
Address:	Employed (state Month & Year)
Name of Supervisor	From: To:
Job Title and Description	
Reason for leaving	
Company Name	Telephone
Address:	Employed (state Month & Year)
Name of Supervisor	From: To:
Job Title and Description	
Reason for Leaving	

References (work-related only, please omit relatives)

Name	Address	Telephone	Relationship
1			
2			
3			

Other Information

Names of friends and/or relatives employed by the Town:

Acknowledgement Statement

I hereby certify that the information contained in this application form and in any attachments listed or attached, hereinafter made a part of this application, and to the best of my knowledge are true and correct unless I have indicated to the contrary. I authorize the references listed above to provide the Town any and all information concerning my previous employment and I further indemnify and hold harmless the Town from any and all liability and/or damages that may result from furnishing and/or disclosing such information to the Town. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer or, if I am hired, in my dismissal from employment.

I also understand and agree that no representative of the Town has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized Town representative. I understand, also, that I am required to abide by all rules and regulations of the Town. I understand that if I am hired, the nature of my relationship with the Town will be that of an **at-will employee** and that either I or the Town may terminate the employment relationship with or without cause or notice.

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Signature: _____

Date: _____