

**FALL RIVER OFFICE OF ECONOMIC DEVELOPMENT
ONE GOVERNMENT CENTER
FALL RIVER, MA 02722
508-324-2620**

**EMPLOYMENT APPLICATION
AN EQUAL OPPORTUNITY EMPLOYER**

Thank you for your interest in employment with the Fall River Office of Economic Development. The Fall River Office of Economic Development is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, ancestry, genetics, sex, marital status, national origin, age, disability, sexual orientation or any other class protected by federal, state or local law.

If you are submitting a resume and cover letter as substitution in completing any portion of this application you may write "See Resume." In doing so, you are expressly certifying that any statements and information contained therein are incorporated into the application form and the conditions of your affixed applicant signature.

Please answer all questions. Print in black or blue ink.

PERSONAL INFORMATION

Date: _____

Name: _____
Last
First
Middle

Address: _____
Number and Street
City/Town
State
Zip Code

Telephone (____) _____ Social Security Number: _____

Cell Phone Number (____) _____ E-mail address: _____

Emergency Notification: _____

	Name	Address	Relationship	Telephone Number
Are you over the age of 18?	Yes _____ No _____			

Can you perform the essential functions of the job with or without reasonable accommodations? Yes ___ No ___
(see job description)

Are you a United States citizen or do you have the legal right to work in the United States? Yes ___ No ___

GENERAL INFORMATION

Position or Type of Work Desired: _____ Desired Salary: _____

Availability: Full-time ___ Part-time ___ Temporary ___ Seasonal ___

Referral source: Bulletin Board ___ City Web-site ___ Newspaper Ad ___ Walk-in ___ Other ___

Name of source: _____

Any relatives employed by the City: Yes _____ No _____

If yes, list name(s) and department(s) _____

Have you previously been employed by the City? Yes ___ No ___ If so, when and what position: _____

EDUCATION

	Name and Address	Years Completed	Diploma/ Degree	Field of Study
High School				
College/ University				
Graduate or Professional				
Other Education, i.e. Technical, Trade				

Do you possess the following skills? Please list in detail all that apply.

Specialized Training? Yes No Name of Training/Course: _____
 Professional Licenses? Yes No Licenses: _____
 Professional Memberships? Yes No Name of Organizations: _____
 Computer Software? Yes No Name of Programs: _____
 Office Equipment? Yes No Describe Equipment: _____
 Other, please describe: _____

REFERENCES

Please give the name of three professional references

<u>Name/Title</u>	<u>Company</u>	<u>Years Acquainted</u>	<u>Telephone No.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MILITARY SERVICE

Have you ever served in the armed forces of the U.S.? Yes ___ No ___

If "YES", what branch and what dates? _____

Current status and/or type of discharge: _____

DRIVER'S LICENSE

Some positions may require a valid Massachusetts driver's license. If you wish to be considered for such a job, please complete this section.

Do you have a valid Massachusetts driver's license? Yes ___ No ___ If "Yes", what class? _____

List other types of valid licenses: _____

CRIMINAL RECORD

An applicant for employment with 1) a sealed record on file with the Commissioner of Probation or 2) prior arrests, court appearances, and adjudications in cases of delinquency; or as a child in need of services, which did not result in a complaint to Superior Court for prosecution may answer "No".

Have you ever been convicted of a felony? Yes ___ No ___ If "Yes" give the dates: _____

Reason for conviction? _____

EMPLOYMENT HISTORY

Please list your most recent employer first, and account for any gaps in employment. You may include any verified work performed on a volunteer basis. Attach additional sheets if necessary, or a resume.

Employer's Name: _____
Employer's Address: _____ Telephone Number: _____
Title and Duties: _____
Supervisor's Name and Title: _____ Telephone Number: _____
Employed From: _____ Ending: _____ Salary/Rate of Pay: _____
Reason for Leaving: _____

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It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

CERTIFICATION AND AGREEMENT

Please read carefully before signing.

I CERTIFY that all entries on this application for employment, and attachments, are true and complete. I understand that any falsifications of information herein, material half-truths, misstatements or omissions, regardless of their time of discovery, may cause forfeiture on my part to any employment with the Fall River Community Development Agency. I understand that all information on this application is subject to verification and I consent to the contacting of references, former employers, educational institutions, military record, general reputation and personal characteristics regarding this application.

I understand and agree that the Fall River Community Development Agency is an at-will employer and therefore, my employment is for no definite period and that I can be terminated at any time without notice, unless otherwise provided by civil service or a collective bargaining agreement, regardless of the method of wage/salary payment. I understand that an offer of/or employment by the Fall River Community Development Agency is **conditional upon** satisfactory references; completion of a pre-employment physical exam which includes a drug test, and proof of citizenship or immigration status. I hereby also authorize the Fall River Community Development Agency to conduct a CORI and/or credit check. Where applicable I agree to sign a CORI and/or Credit Request Form reflecting my authorization of the CORI and/or credit check. As a condition of employment an employee may be required to provide additional or updated information and may require both drug test and employment physical in order to allow us to have necessary information for making a proper decision or reasonable accommodations, if necessary.

My signature certifies that I have read and agreed with the above statements and all statements contained in this employment application.

Signature of Applicant: _____ Date: _____

Please Print Name: _____