



City of Lawrence
200 Common Street
Lawrence, MA 01840

Phone: 978-620-3060

Fax: 978-722-9130

APPLICATION FOR EMPLOYMENT

The City of Lawrence is an equal opportunity employer. We are committed to a policy of non-discrimination in our programs, activities and employment practices. Applicants are considered for all position without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, disability(ies) or any other legally protected status.

Today's Date _____

PERSONAL INFORMATION

Name _____
Last
First
Middle

Address _____
Number and Street
City/State
Zip Code

Telephone Number () _____ Social Security Number _____

POSITION(S) APPLIED FOR _____

How did you learn of this opening? Newspaper _____ Other _____
Job Posting
Internet

Date Available to Work? _____ By Whom Were You Referred? _____

Do you owe any real estate, water or excise taxes to the City of Lawrence? Yes No

Do you have any outstanding Parking Tickets owed to the City of Lawrence? Yes No

Names & Departments of any relatives employed by the City _____

Have you ever worked for the City? Yes No If Yes, Where? _____

Position _____ Date of Employment _____ Reason for leaving _____

Are you authorized to work in the United States? Yes No

Proof of citizenship or immigration status will be required upon employment

If employed and you are under 18, can you furnish a work permit? Yes No

Veteran of U.S. Military service? Yes No If Yes, Branch _____

Have you ever been convicted of a felony? Yes No

Have you ever been convicted of any misdemeanor except for a first conviction of drunkenness, simple assault, speeding, minor traffic violations, or disturbance of the peace, or have you completed a prison sentence as a result of such conviction within the past five years? Yes No

If yes, describe in full _____

An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" to an inquiry relative to prior arrests, criminal court appearances or convictions. An applicant for employment may answer "no record" to an inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.



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EMPLOYMENT EXPERIENCE

Start with your present or last job. You may include any verified work such as military service assignments and volunteer activities.

Employer _____ Dates Employed _____

Address _____ Job Title _____

Work Performed _____

Hourly Rate/Salary: Starting _____ Final _____

Supervisor _____ Reason for Leaving _____

Employer _____ Dates Employed _____

Address _____ Job Title _____

Work Performed _____

Hourly Rate/Salary: Starting _____ Final _____

Supervisor _____ Reason for Leaving _____

Employer _____ Dates Employed _____

Address _____ Job Title _____

Work Performed _____

Hourly Rate/Salary: Starting _____ Final _____

Supervisor _____ Reason for Leaving _____

Employer _____ Dates Employed _____

Address _____ Job Title _____

Work Performed _____

Hourly Rate/Salary: Starting _____ Final _____

Supervisor _____ Reason for Leaving _____

If you need additional space, please use another sheet of paper.



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REFERENCES

Provide information for three work related references.

Name _____ Official Position _____
Company Name _____ Telephone Number _____

Name _____ Official Position _____
Company Name _____ Telephone Number _____

Name _____ Official Position _____
Company Name _____ Telephone Number _____

EDUCATION AND/OR MILITARY TRAINING

SCHOOL NAME AND ADDRESS	YEARS COMPLETED	MAJOR	DIPLOMA/DEGREE

SPECIAL SKILLS AND QUALIFICATIONS

List languages you speak? _____

Briefly describe the type of work for which you are best qualified. Note any details about your qualifications which should be considered. Include special skills, machines operated, licenses, professional affiliations, honors and awards, publications, patents, etc.

List professional, trade or business organizations of which you are a member. You may omit those which indicate race, color, religion, sex, national origin, or any other legally protected status.



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CERTIFICATION AND RELEASE

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required by all rules and regulations of the City of Lawrence.

Additionally, in the event of employment, I understand that the first six months of service constitutes a probationary period, unless specified otherwise in Massachusetts General Laws Chapter 31, Section 61. I further understand that during the probationary period, if my performance is judged unsatisfactory, I may be separated from my position without the right of appeal or hearing.

I authorize investigation by the City of all statements contained in this application and hereby release individuals and corporations who are parties thereto from any and all liability and damage resulting from arising out of such investigation. I consent to taking an employment physical examination and drug screen and such future physical examinations as may be required by the City. I understand that any misrepresentation or omission of essential facts in this application is cause for cancellation of the application or if employed, for immediate separation from the City's service. 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 prosecution or liability.

SIGNATURE

DATE

