



City of Beverly

APPLICATION FOR EMPLOYMENT

DEPARTMENT of HUMAN RESOURCES

191 Cabot Street Telephone (978) 921-6000
Beverly, MA 01915 Fax (978) 921-8589

The City of Beverly is an Equal Opportunity/Affirmative Action Employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, genetic information, sexual orientation, gender identity, uniformed military service, or any other class protected by federal, state or local law. Any person who needs assistance in fully participating in the application process should contact the City of Beverly Human Resources Department.

General Information

Position Applied For: _____ Date of Application: _____

FULL TIME PART TIME How did you hear about this position? _____

If position is part time, what hours are you available? _____ If position is full time, are you available for:

Mon - Fri _____ Weekends _____ Overtime? YES NO 1st 2nd 3rd shift? (please circle)

Applicant Information

Name: _____
Last First Middle

Address: _____
Number Street Apt. Number

City/Town State Zip Code

Telephone Number: Preferred: _____ Other: _____
Area Code/Number Area Code/Number

E-mail Address: _____

Are you currently or have you ever been employed by the City of Beverly? YES NO

If yes: Date of Hire? _____ In which Department? _____

Do you have any relatives working for the City of Beverly? YES NO

If yes: Name of Relative(s) _____

Are you fluent in another language? YES NO If yes, which language(s) _____

Have you served in the military? YES NO If yes, which branch _____

Final Rank: _____

Skills & Qualifications

Summarize any relevant skills, licenses and/or certificates which may assist you in the position for which you are applying:

Education

High School

Name:	# Years Completed:
Location:	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO

College / Graduate Level

Name:	# Years Completed:
Location:	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO
Course of Study:	Degree:
Course of Study:	Degree:

Employment History

Starting with your most recent employer, please provide the following information:
 (NOTE: any verifiable work performed on a volunteer basis may also be included)

Employer:	Telephone:	Employment Dates:	
Street Address:	City/State:		to
Position held:	Immediate Supervisor:		
Reason(s) for leaving:			
Describe the work performed:			

Employer:	Telephone:	Employment Dates:	
Street Address:	City/State:		to
Position held:	Immediate Supervisor:		
Reason(s) for leaving:			
Describe the work performed:			

Employer:	Telephone:	Employment Dates:	
Street Address:	City/State:		to
Position held:	Immediate Supervisor:		
Reason(s) for leaving:			
Describe the work performed:			

Personal References

Please provide the name, address & telephone numbers of three individuals (not related to you):

Name:			
Address:		Telephone #:	

Name:			
Address:		Telephone #:	

Name:			
Address:		Telephone #:	

The information provided in this application for employment is true and complete to the best of my knowledge. I understand I may include any other information which may be helpful, such as work experiences, skills, articles/books published, activities, accomplishments, skills, verifiable volunteer participation, or experience acquired in the U.S. Armed Services, etc. I understand that any misrepresentation of information as part of the application process may result in immediate rejection of this application or dismissal from employment.

This application is not a contract of employment. Acceptance of this application by the City of Beverly does not mean that the applicant will be employed.

I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the City of Beverly to obtain any information from schools, employers or individuals relating to my qualifications or past activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the City of Beverly any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the City of Beverly's use only.

I hereby voluntarily release, discharge and exonerate the City of Beverly, its agents and representatives, and any person so furnishing information from any and all liabilities, of every nature and kind, arising out of the furnishing or inspection of such documents, records and other information, or the investigations made by or on behalf of the City of Beverly.

If required for the position I am seeking, I agree to take a physical examination, which may include testing for drugs or a psychological examination, as required, and recognize that any offer of employment may be contingent upon the results of such an examination.

I understand that the City of Beverly may also perform a criminal background check on prospective applicants whom are otherwise qualified and to whom the City makes a conditional offer of employment. In such cases, I understand that a final offer of employment will be dependent on a successful criminal background check.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

In the event of my employment with the City of Beverly, I will comply with all rules, regulations and policies set forth by the City of Beverly.

Nothing in this application limits the City's ability to conduct any background check, reference check, or any other pre-employment check or inquiry in accordance with law.

I represent that I have read and fully understand the foregoing and seek employment under these conditions.

Signature: _____

Date: _____

"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." - *MGL Ch.149, Section 19B*

City of Beverly Invitation to Self Identify

This information is voluntary and will not be used when considering your application for employment

Applicant Information			
Name:			
	Last	First	M.I.
Address:			
	Number	Street	Apt Number
	City/Town	State	Zip Code
Telephone Number:			
	Area Code / Number		
Position Applied for:			
Voluntary Information			
Ethnicity:	<input type="checkbox"/> American Indian / Alaskan	<input type="checkbox"/> Asian / Pacific Islander	<input type="checkbox"/> Black / African American
	<input type="checkbox"/> Hispanic / Latino	<input type="checkbox"/> White / Caucasian	<input type="checkbox"/> Other
Gender:	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Non-binary
Military Service:	<input type="checkbox"/> Pre-Vietnam Era	<input type="checkbox"/> Vietnam Era	<input type="checkbox"/> Post-Vietnam Era
	Disabled Veteran? <input type="checkbox"/> YES <input type="checkbox"/> NO		
How did you hear about this position? (please check all that apply)			
·Referral:	<input type="checkbox"/> City Employee _____ Name	<input type="checkbox"/> Friend _____ Name	
	<input type="checkbox"/> College / University _____ Name	<input type="checkbox"/> Job Fair _____ Location	
·Print Media:	<input type="checkbox"/> City Hall Bulletin Board	<input type="checkbox"/> Professional Publication _____ Name	
·Websites:	<input type="checkbox"/> LinkedIn	<input type="checkbox"/> Indeed	<input type="checkbox"/> BlackJobs.com
	<input type="checkbox"/> Mass Municipal Marketplace (MMA)	<input type="checkbox"/> City of Beverly Employment Opportunities webpage	
	<input type="checkbox"/> Handshake	<input type="checkbox"/> Other site _____	
·Other:			
	Name / Location		

This page will be kept separate from your application and will only be accessed by the Human Resources Department.