

# SOUTHBOROUGH FIRE DEPARTMENT



## EMPLOYEE APPLICATION PACKAGE

FOR

### FIREFIGHTER/EMT-Paramedic

Town of Southborough, MA

Applications accepted until September 24, 2010 at 4:00 PM for the position of full-time (42 hours/week average) FIREFIGHTER/EMT-Paramedic at Fire Headquarters, 21 Main St. Southborough, MA 01772, attn: Chief. Position open until filled. Starting salary: \$48,018.88, excellent benefits. Basic requirements: MA certified EMT (experienced) - paramedic preferred, firefighting experience, valid MA driver's license, high school diploma or equiv. E.O.E. For a full job description, requirements and application, call (508) 485-3235 or visit [www.southboroughfire.org](http://www.southboroughfire.org).

Please read the complete application package and completely fill out the enclosed *Application for Employment* form (**last three pages**), and submit along with a **copy of your resume** by September 24, 2010 at 4:00 PM to:

Fire Chief  
Southborough Fire Department  
21 Main Street  
Southborough, MA 01772

**The successful candidate should have at least the following prerequisites:**

- ❑ Firefighting Experience, call- or full-time
- ❑ Commonwealth of Massachusetts Certified Emergency Medical Technician – Paramedic preferred
- ❑ A United States Citizen
- ❑ High School Graduate, or equivalent. Higher educational achievements desirable.
- ❑ Possess and maintain a valid Massachusetts Driver's License.

**FIREFIGHTER CONDITIONS OF EMPLOYMENT**  
(REVISED SEPTEMBER, 2004)

**Appointment to the position of Permanent Firefighter is subject to the following:**

- ❑ Successfully passing a complete initial-hire physical examination relating to the Essential Function of said position as set forth by the Commonwealth of Massachusetts Department of Human Resources, including drug screening and testing,
- ❑ Successfully passing a Physical Abilities Test (PAT) relating to the essential functions of said position as set forth by the Commonwealth of Massachusetts Department of Human Resources,
- ❑ Successfully completing a background investigation,
- ❑ Successful Criminal Records Review and credit check,
- ❑ Successful Driver's License review,
- ❑ No past felony convictions,
- ❑ Successfully passing a drug screening test,
- ❑ Holding and maintaining a valid Massachusetts Driver's License,
- ❑ Meeting and maintaining valid CPR and EMT certification at current level,
- ❑ Maintaining Fitness Standards in accordance with the Wellness Act which shall include, but not be limited to physical examinations and PAT testing in accordance with the Massachusetts Human Resources Division standards,
- ❑ Successful completion of the Massachusetts Firefighting Academy Basic Recruit Training Program (if candidate had not already successfully completed),
- ❑ Refrain from using any and all tobacco products in accordance with Massachusetts General Laws Chapter 41, section 101A,
- ❑ Reside within the limits set forth within the Agreement between the Town of Southborough and the Southborough Permanent Firefighters, Local 3129 of the IAFF,
- ❑ Abiding by the Rules and Regulations, Standard Operating Procedures and Guidelines, and Department policies, as well as the requirements of the current Agreement Between the Town of Southborough, and the Southborough Permanent Firefighters, Local 3129, IAFF.

**Job assignment will be:**

- ❑ A 42 hour work week averaged over eight (8) weeks.
- ❑ A 24 hour per shift schedule

Appointed Firefighter/EMT-P(s) will be expected to know all Southborough street locations and Department Rules & Regulations, SOP's & SOG's, and Policies prior to being assigned.

## **SOUTHBOROUGH FIRE DEPARTMENT MUNICIPAL FIREFIGHTER ESSENTIAL FUNCTIONS**

### **1. EMERGENCY SCENE RESPONSE: HANDS ON**

#### **A. INITIAL RESPONSE TO INCIDENTS**

- Tasks occurring between the receipt of an alarm and initial fire fighting or emergency scene activities.
- Don protective turnout gear and equipment before and at emergency scenes.
- Proceed to assigned apparatus upon receipt of call for service.
- Make preliminary evaluation of incident based on alarm information (e.g. alarm type, structure type, etc.)

#### **B. WATCH DUTIES**

- Stand watch to receive incoming alarms and information, answer phones, and monitor access to the station house.
- Provide alarm communication to equipment operators/officers.
- Test alarms and dispatch equipment.
- Notify station personnel (over public address or through use of signals) of incoming alarms and required response.
- Receive notifications of multiple alarms, downtown alarms, and other significant emergencies through the Fire Alarm Office.
- Record administrative and general information messages that come in over the computer dispatch and telephones.
- Answer department telephones.
- Open and close fire station doors to allow vehicles to depart/return.

#### **C. DRIVING**

- Drive apparatus to and from, and position apparatus at, emergency scene.
- Drive apparatus safely to designated place.
- Select most direct and expeditious route to the incident site.
- Maneuver and position apparatus at incident scene.
- Obtain knowledge of traffic laws and street conditions in order to operate the apparatus safely and expeditiously.
- Plan route and position based on anticipated actions (e.g., arrival routes) of other companies when driving to multiple alarm calls.

#### **D. PUMP OPERATIONS**

- Connect or hook up apparatus to fire hydrant and operate pumps to supply water in appropriate pressure and volume – using hydrant wrenches, couplings, hoses, spanner wrenches, and other tools.
- Engage pumps.
- Fill hose with water by hydrant pressure.
- Connect and lay feeder line(s) to supply water to fire.
- Pump sprinkler system and wet or dry standpipe systems.
- Connect suction hose between hydrant and engine.
- Monitor control panel (e.g., water temperature, oil pressure gauge, fuel gauge, hydrant pressure).
- Pump pre-connected hose line.
- Pump master streams (e.g., aerial ladders).
- Hook up to ladder pipe to supply water during aerial ladder operations.
- Notify officer of any problems which occur while pumping.
- Adjust water pressure (by rule-of-thumb, according to pressure chart, and/or Rules and Regulations) in response to calls for more or less pressure.
- Pump using specialty nozzles (e.g., drive-in, cellar distributor).
- Implement cold weather procedures (e.g., tank circulation) when necessary.
- Maintain pressure by adjusting pressure relief valve or automatic pressure governor.
- Transfer from pressure stage to volume stage.
- Pump booster lines.
- Open and flush hydrant to ensure it is functional.
- Shut down pump when ordered to by officer.

- Check hydrant for proper drainage.
- Connect hard-suction to pump intake.
- Draft from a static water source.

#### E. HOSE (AND EXTINGUISHER) OPERATIONS

- Stretch line or use extinguisher to deliver water, foam and other extinguishing agents to emergency scene.
- Operate nozzle at front of hose line and spray water foam or other agent onto fire or other hazard, or into involved structure, to extinguish, contain and/or control incident.
- Locate seat of fire or other hazard (e.g., gas leak) by observing, smelling, or listening for smoke, sound, flames, gas, vapors, etc.
- Advance, or assist in advancing hose to seat of fire or other hazard.
- Disconnect hose from hose bed and attach to discharge gate.
- Determine type (size) and number of lengths of hose needed for operation.
- Connect to standpipe during high rise incident command.
- Connect nozzle(s) to hose line(s).
- Use extinguisher to contain and/or control incident.
- Select type of extinguisher (e.g., foam, water, dry chemical, etc.) needed for incident.
- Feed hose line to other fire personnel.
- Determine proper nozzle and nozzle setting.
- Operate ladder pipe(s) to apply water on structure fires.
- Pull hose off hose bed.
- Flake out and/or dekink hose line prior to charging or during extinguishments to ensure proper operation.
- Repack hose on apparatus at the termination of incident, or roll hose for return to station.

#### F. MECHANICAL LADDER OPERATIONS

- Stabilize ladder truck and elevate or operate aerial ladders and platforms in order to rescue victims, provide access for ventilation, operate master stream devices, etc.
- Climb mechanical ladders to perform search, rescue and other operations.
- Operate ladder from ground controls or from platform controls, while watching for power lines, trees and other overhead obstructions.
- Elevate, rotate and extend aerial or tower ladder for supported and unsupported operation, while watching for power lines, trees, and other overhead obstructions.
- Stabilize elevating apparatus using wheel chocks, stabilizing pads, stabilizing jacks and outriggers.
- Operate and direct ladder pipe to supply water during aerial ladder operations.

#### G. MANUAL LADDER OPERATIONS

- Carry, raise, extend and climbs manual ladders to perform search, rescue and other operations.
- Extend manual (extension) ladders to reach victims.
- Climb manual ladder to perform search, rescue, and other operations.
- Determine proper placement of manual ladder at incident scene.
- Determine manual ladder type and size needed at incident scene.
- Anchor and secure manual ladder (i.e., tying off) at scene.
- Raise and position manual ladder at incident scene.
- Carry manual ladder from apparatus to incident scene.
- Return manual ladder to apparatus.

#### H. FORCIBLE ENTRY

- Pry open, cut, or break down doors, or otherwise enters structures, vehicles, aircraft and other entrapments in order to search for and rescue victims and provide access to the emergency scene – using axes, halligan tools, etc.
- Gain entry into structures using axes, sledge hammers, battering rams, halligan tool and other forcible entry tools.
- Cut through surfaces using power saws and other power tools.
- Determine best location for forcible entry.
- Pry open doors in structures using pry bars, halligan tools, bolt cutter and other tools.
- Remove locks or hinges from doors using sledgehammers, battering rams, and other forcible entry tools.
- Break holes in wooden, brick and masonry walls using sledge hammers, battering rams, axes and other tools.

I. VENTILATION

- Open or break windows, chop or cut holes in roofs, breaches walls or doors, and hangs fans in windows or doors to remove heat, smoke and/or gas from structures or entrapments.
- Determine best location for venting structure based on location of hazard and fire personnel, roof type, and building construction.
- Break windows and other points of entry using axes, ladders and other tools, to ventilate structure.
- Cut open walls, roof and other structures to ventilate structure.
- Open windows and other points of entry manually or by using pry bars, halligan tools, and other tools to ventilate the structure.
- Hangs fans from ladders and in doors, windows, and holes in roofs or walls.
- Uses fans for positive pressure ventilation.

J. SEARCH

- Search assigned area in order to locate victims and to obtain further information about the incident, following standard search procedures.
- Search floor of area of fire, or other hazard, for conscious and unconscious victims, sweeping assigned search area with arms, legs and/or tools.
- Search floors above and below fire, or other hazard, including stairwells, bulkheads, for inhabitants who need to be removed or rescued.
- View perimeter of the building to determine if there are victims needing assistance at windows, on ledges, or who have jumped.
- Identify hazardous conditions in course of search and informs others of the problem(s).
- Determine search procedure or strategy needed to accomplish objectives.
- Search structures for seat of fire, or other hazards, and extensions.

K. RESCUE

- Assist, hoist, carry or drag victims from emergency areas by means of interior access (stairs, hallways, etc.) of, if necessary, by ladders, fire escapes, platforms, or other means of escape using rescue harness, ropes, etc.
- Rescue drowning victims using life-saving techniques.
- Conduct water rescues (i.e., river rescue, using boats) in according with established guidelines.
- Evacuate persons from incident scene due to risk of fire, explosion, exposure to hazardous chemicals, etc.
- Move heavy objects and obstructions in order to free or gain access to trapped victims or bodies, using air bags, chains and hoists, jacks, shoring materials, Hurst tools and other hydraulic tools.
- Drag or carries victims from emergency scenes.
- Hoists or lowers victims or fire personnel using ropes, knots and rescue harnesses.
- Pry, break, or cut structures, vehicles, and/or aircraft to free victims involved in accidents, cave-ins, collapsed buildings or other entrapments – using door openers, jaws, axes, and other manual and mechanical equipment.
- Instruct persons on upper floors as to appropriate actions (e.g., staying put, ascending to upper floors, descending to lower floors via fire escapes, etc.)
- Dig to free victims trapped in tunnels, pipes, excavations, cave-ins or other entrapments using shovels, picks, spades and other equipment.
- Place victims onto stretchers, backboards, stokes, etc.

L. SALVAGE

- Move and cover furniture, appliances, merchandise and other property; covers holes in structures; stabilizes damaged structural components; and redirects or cleans up water in order to minimize damage – using plastic and canvas covers, etc.
- Tear down or shore up weak and dangerous structural components (e.g., floors, walls, roofs, overhangs and stairs) using hooks, axes, saws and other tools.
- Spread salvage covers over property.
- Protect the integrity of the incident scene, while performing salvage operations, in case of suspected arson.
- Remove furniture and other objects from water or other damage.
- Remove water from floors using brooms, squeegees, mops, water chutes, catchalls and pumps.

M. OVERHAUL

- Open up walls and ceilings, cuts or pulls up floors and moves or turns over debris, in order to check for hidden fires which could rekindle or spread using hooks, axes, saws and pitchforks.
- Open ceilings, walls, etc. to expose hot spots and other hazardous conditions with axes, pike poles, etc.
- Search for, and extinguish any hidden fires by looking, feeling, or smelling for fire and smoke.

- Check and search open areas, walls, open structures for fire extension.
- Remove and neutralize or dispose of flammable or hazardous materials from buildings.
- Remove and extinguish burned or smoldering debris from buildings.
- Determine whether a smoke detector was present and functional.

N. CLEAN-UP/PICK-UP

- Pick up, clean and return equipment to vehicle and rolls, folds, or packs hose, so that the company can go back in service.
- Control and clean up the Fire Department's medical waste products.
- Clean and return all tools, equipment, supplies and property in usable condition to appropriate vehicles.
- Shut down and drain lines at pumps.
- Determine that all hoses used during response to incident are present and accounted for.
- Clean hoses using hose washers or brooms and brushes.
- Back lines out of structures.
- Clean the apparatus.

O. FIRST AID/EMERGENCY MEDICAL SERVICES

- Provide direct medical assistance to persons requiring emergency attention and/or assist others in providing medical assistance at your level of certification.
- Administer CPR when necessary.
- Determine priority of emergency medical treatment for victims.
- Properly administer immobilization devices, when required.
- Lift and carry patients onto stretchers.
- Lift and place patients on stretchers into ambulance(s).
- Transport patient(s) to hospital(s) following protocols and guidelines, when required.
- Properly document all Emergency Medical Services patient contacts

2. STATION DUTIES AND MAINTENANCE

P. EQUIPMENT MAINTENANCE

- Check, clean, and maintain personal gear and equipment to ensure proper and safe operation and protection.
- Check Self Contained Breathing Apparatus for proper operation and adequate air pressure.
- Check medical equipment.
- Check turn-out gear for safety and structural integrity.
- Check the condition and operation of generators, fans, lights, cords, etc.
- Check and maintains all power equipment.
- Place turn-out gear on or near apparatus.
- Check extension ladders.
- Check hose on apparatus (proper bedding and amount).
- Check and perform ordinary maintenance on portable equipment (e.g., oil and fuel levels, grease, etc.)
- Test, clean and reload hose.
- Perform annual hose testing.
- Inventory and perform regular maintenance on hand tools (e.g., paints, oils or stencils tools).
- Change over equipment and supplies between apparatus.
- Paint other equipment as needed.

Q. APPARATUS (VEHICLE) MAINTENANCE

- Clean, check and maintain apparatus to ensure proper and safe operation.
- Check ability of engine to pump water.
- Check engine's pump pressure.
- Check the aerial ladder sections, outriggers.
- Recommend to the officer that apparatus be taken out of service due to mechanical problems.
- Perform normal daily apparatus check (e.g., oil, fuel & water levels; proper pressures and lubrication; batteries; lights; sirens; brakes; tires; etc.)
- Perform normal weekly apparatus check.
- Equip apparatus with tire chains as necessary.
- Check with apparatus operator coming off duty regarding condition of apparatus.
- Perform annual pump test.
- Clean motor and pump on apparatus.
- Change light bulbs that are burned out.

- Perform light repairs as needed.
- R. FACILITY MAINTENANCE
- Check, clean, and maintain fire station facilities. This includes the performance, or assignment, or routine housekeeping chores.
3. FIRE PREVENTION AND INVESTIGATION
- S. INSPECTION OF BUILDINGS & FIRE PROTECTION DEVICES
- Inspects buildings for fire prevention/hazardous materials code violations or hazards on a periodic basis or during the course of their activities. Inspects alarms, hydrants, sprinkler systems, etc.
  - Recognizes code violations (e.g. blocked exits, improper storage, improper storage of chemicals, etc.)
  - Inspects buildings for code compliance.
  - Conducts inspections of schools and school fire drills.
  - Inspects buildings upon request of occupants/owners.
  - Conducts on-site inspections of fire protection devices (e.g. hydrants, alarms, sprinkler systems, etc.)
- T. PRE-FIRE PLANNING
- Reviews or prepares plans in order to provide information regarding hydrant locations, exposures, hazardous materials and other areas or situations of high risk.
  - Conducts site surveys in district.
  - Tours buildings in order to identify or verify the presence of an unusual fire hazard or situation.
  - Recognizes a target hazard (e.g., a new high-rise or a building with hazardous materials) that may warrant the development of a pre-fire plan.
  - Conducts familiarity inspections in district.
  - Familiarizes self with layout of first and second alarm districts.
- U. INVESTIGATIONS
- Examines incident scene, conducts interviews, collects and preserves evidence, and reviews forms and reports to help determine the cause of a fire or other emergency.
  - Responds to incidents of suspicious or undetermined origin.
  - Observes fireground conditions to detect possible arson.
4. PUBLIC AND COMMUNITY RELATIONS
5. PUBLIC RELATIONS
- V. PUBLIC RELATIONS
- Engages in activities which have an impact on the department's image in the community. Such activities include providing information to the media, providing assistance and support to civilians seeking help or information, etc.
  - Deals with distressed individuals at emergency scenes.
  - Meets civilians in the fire station, conducts tours and provides information.
  - Makes public presentations and conducts demonstrations of apparatus and equipment on behalf of the Fire Department.
- W. PUBLIC TRAINING AND EDUCATION
- Oversees, develops, conducts and/or evaluates fire prevention and other educational programs for members of the public.
- X AUDIO-VISUAL PRODUCTION
6. PROFESSIONAL DEVELOPMENT
- Y PROFESSIONAL DEVELOPMENT
- Participates in training drills and classes to enhance job-related skills and abilities. Reads internal memos and bulletins to keep apprised of new developments in departmental operations and procedures.
  - Maintains knowledge of chemicals and other hazardous materials.
  - Maintains knowledge of building structures related to fire control.
  - Attends specialized training sessions (e.g., CPR certification, special schools and training, etc.).
  - Attends and participates in routine training drills and sessions.
  - Maintains knowledge of latest firefighting equipment and techniques.
  - Attends "live incident" training drills and sessions.
  - Attends external seminars/workshops and college courses to be aware of current developments in the fire service.
  - Observes training videotapes.
  - Participates in external agencies and societies (e.g., N.F.P.A.)
  - Acts as a superior officer.
  - Receives training in superior's work activities.
  - Reviews internal Massachusetts Fire Department bulletins, memos, etc., to remain aware of Departmental updates.

- Reads professional journals and publications to be aware of current developments in the fire service.
- Z OTHER DUTIES
- Carries hose, tools and other equipment to and from emergency scenes.
  - Operates generator to supply electricity to the emergency scene.
  - Sets up electrical cords and lights.
  - Serves on special project committees to which he/she is assigned.

## **Physical Abilities Test Information**

### **Stair Climb**

This event simulates continuous stair climbing, an activity that firefighters may perform when getting to a fire at an incident scene. For this event, you will be required to step on a rotating staircase (also known as a stepmill) at a pre-determined stepping pace for a specific period of time. You will get a 5-minute rest period after this event. The required time to remain on the stepmill is 200 seconds.

### **Ladder Event**

This event simulates various activities related to using ladders. You will be required to remove a ladder from a rack, carry it some distance, raise a weight of approximately 45 lbs. attached to a rope that simulates the raising of an extension ladder, lower that weight and return the ladder to the rack from which it was taken. The event ends when the ladder is back in the rack. The time limit is 35.56 seconds.

### **Hose Advance**

This event simulates the actions necessary to manipulate a fully charged fire hose. You will be required to pull 50 feet of hose through a U-shaped course with several turns. There will be a ceiling on the U-shaped course to prevent you from standing upright. The time limit is 20.00 seconds.

### **Forcible Entry**

This event simulates breaking down a door to gain entry to a burning structure or an incident scene. For this event you will be required to strike a rubber pad mounted on a moveable post. You will use a 12 lb. sledge hammer to move the post a set distance. The post and structure are weighted to simulate the force you would need to exert on a door in order to gain entrance. The time limit is 13.91 seconds.

### **Search**

This event simulates the actions necessary to enter and search a smoke-filled structure. You will be required to crawl through a dark wooden tunnel with obstructions and turns. The tunnel is approximately 65 feet long. The tunnel is 4 feet high and 4 feet wide. At one location in the tunnel there is an obstacle on the floor and at one location there is an obstacle from the ceiling. In addition, at two locations, the tunnel is reduced from 4 to 3 feet in width. The time limit is 39.00 seconds.

### **Rescue Through a Doorway**

This event simulates the actions necessary to drag an unconscious victim out through a doorway to get the victim to safety. You will be required to drag a 125 pound dummy approximately 30 feet, along a zigzag course to a designated area at the end of the course. In this event, there is a low ceiling over the course to prevent you from standing upright. The time limit is 36.00 seconds.

### **Ceiling Hook (Pike Pole)**

This event simulates the use of a pike pole or ceiling hook. A pike pole or ceiling hook is a fire fighting tool used to tear down ceilings or open walls while looking for hidden fires. This event will require you to take a pike pole, tipped with an industrial hammer head, and thrust it upward at a metal plate in an 8 foot ceiling. The metal plate weighs approximately 60 lbs. And must be lifted six inches in order for the strike to count. You will then step over to the next part of the event, where a pike pole handle is suspended from a ceiling height. The pole is attached to a counter balance that weighs approximately 80 lbs. You must pull the pole down six inches in order for the pull to count. You will be required to perform one push and five pulls in a sequence. The event will require you to perform four one-minute periods of work, in which you will try to do as many push-pull sequences as possible. Each work period will be followed by a 30 second rest period. You must complete 25 full repetitions.

A Physical Abilities Test preparation guide can be found on line at:

[http://www.mass.gov/Ehrd/docs/cs/publications/fire\\_pat\\_prep\\_guide.doc](http://www.mass.gov/Ehrd/docs/cs/publications/fire_pat_prep_guide.doc)

**TOWN OF SOUTHBOROUGH**  
**APPLICATION FOR EMPLOYMENT**

**PLEASE READ BEFORE FILLIN GOUT APPLICATION**

The Town of Southborough (the "Town") is an Equal Opportunity Employer. The Town does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex, ancestry or sexual orientation or on the basis of age, as defined by law, or disability. No question on this application is intended to secure information to be used for such discrimination. This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

In processing this employment application, the Town may request that an investigative consumer report be prepared, which may include information as to your character, general reputation, and personal characteristics, obtained through personal interviews with neighbors, friends, and associates. In addition, information may be obtained from former employers and educational institutions that you have attended, A credit bureau report may also be obtained as part of this application and later for purposes of promotion, reassignment or retention.

I understand that should such investigation reveal any false statements made by me or other derogatory information, I may be disqualified from employment or subsequently dismissed. You have the right to request that the reporting agency provide you with the details of the report.

I further understand that, if I am hired, subsequent consumer reports may be requested without additional notice to me, in connection with the continuation of my employment (subject to collective bargaining requirements).

I hereby acknowledge that I have read the foregoing disclosure and understand it. I authorize the Town to conduct whatever investigation it deems necessary.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**PLEASE ANSWER EVERY QUESTION. USE INK**

**[PRINT]**

\_\_\_\_\_  
(FIRST) (MIDDLE) (LAST) (DATE)

\_\_\_\_\_  
(NUMBER) (STREET) (TELEPHONE NUMBER)

\_\_\_\_\_  
(CITY/TOWN) (STATE) (ZIP CODE) (LENGTH OF TIME AT THIS ADDRESS)

List previous addresses within the United States, except Military, if addresses changed during the past 5 years.

\_\_\_\_\_  
(NO.) (STREET) (CITY) (STATE) FROM (DATE) TO

\_\_\_\_\_  
(NO.) (STREET) (CITY) (STATE) FROM (DATE) TO

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From here on, please WRITE in your NORMAL HANDWRITING.

In case of emergency, notify:

\_\_\_\_\_  
(NAME) (ADDRESS) (PHONE)

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**EMPLOYMENT DESIRED**

Position: \_\_\_\_\_ Salary Requirements: \_\_\_\_\_

How were you referred to us? \_\_\_\_\_ Date available for work \_\_\_\_\_

Are you a United States Citizen or otherwise eligible for employment in the United States? \_\_\_\_ Yes \_\_\_\_ No

I understand that any offer of employment is conditional upon the satisfactory completion of the verification process as required by the Immigration Reform and Control Act of 1986, and that the Town will hire only those individuals who are legally authorized to work in the United States and who present acceptable proof of their lawful employment status and identity.

## EMPLOYMENT HISTORY\*

Include summer and part-time work, and any periods of unemployment. You may include your work history performed on a volunteer basis. List only employment within the United States.

List below the Name and Business Address of All Your Former Employers Beginning With Your Last Position	Time Employed		Nature of Work	Earnings Per Week At Start	Earnings Per Week When Leaving	Reason for Leaving	Name of Immediate Supervisor
	From Mo./Yr.	To Mo./Yr.					
1. _____							
2. _____							
3. _____							
4. _____							
5. _____							

May we contact the employers listed above? \_\_\_\_\_ If not, indicate by number which ones you do not wish us to contact. \_\_\_\_\_

Were you ever dismissed from a job? \_\_\_\_\_ If yes, give details \_\_\_\_\_

\*Attach additional sheets if necessary;

## EDUCATION \*

Type of School	Name of School	City/State	Course Majored In	Number of Years Completed	Graduate? Give Details
Elementary					
High School					
College					
Graduate					
Other (Trade, Corres., Night)					

\*Do not answer if not relevant to the requirements of the position for which you are applying.

**PLEASE READ CAREFULLY BEFORE SIGNING.** If you have any questions regarding this statement, please ask them before signing.

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.

In the event of employment to a position within the Town, I will comply with all the rules and regulations set forth in the Town's policies, bylaws, and other communications distributed to all employees, which may be changed without notice at the discretion of the Town. Additionally, I authorize the Town to supply employment record in whole or part, and in confidence, to any perspective employer, government agency, or other party.

I hereby authorize my present and/or former employers, educational institutions, credit bureaus, references, neighbors and friends to disclose to the Town any and all information concerning my previous employment and any other pertinent information they may have, personal or otherwise, and I release all parties from any liability whatsoever resulting in such disclosure.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably.

I understand and agree that if I am offered employment, it will be as an employee-at-will and that no employment contract rights have been created. (This statement does not necessarily apply to those employees who, if hired, will be members of a collective bargaining agreement.) I also understand and agree that my employment may be terminated at any time with or without cause (subject to collective bargaining agreement, if applicable), and with or without advance notice at the option of either the Town or myself. I also understand that no supervisor, manager or other representative of the Town has any authority to enter into any express or implied contract for employment for any specific period of time. Any agreement contrary to the above must be in writing and must expressly state that it is a contract and be signed by the Appointing Authority for my position within the Town.

I hereby acknowledge that I have read the above statement and understand it.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please read the paragraph below and then answer the questions which follow.

An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to an inquiry herein relative to prior assets, criminal court appearances, or convictions. An applicant for employment with a sealed of file with the commissioner of probation may answer "no record" to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer "no record" with respect 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.

1. Have you ever been convicted of a felony? If so, please give details.

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I CERTIFY THAT ALL ANSWERS GIVEN AND STATEMENTS MADE BY ME ON THIS QUESTIONNAIRE/APPLICATION ARE TRUE, ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND THAT ANY FALSE OR MISLEADING ANSWERS OF ANY OMISSION OR CONCEALMENT OF FACTS WILL DISQUALIFY ME FROM CONSIDERATION FOR EMPLOYMENT OR MAY RESULT IN MY IMMEDIATE DISCHARGE.

I hereby acknowledge that I have read the above statement and understand the same.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date