



## *Town of Lexington* Human Resources

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### **TOWN OF LEXINGTON APPLICATION GUIDELINES**

Thank you for considering the Town of Lexington as a potential employer. These guidelines will help you complete your application more efficiently.

1. Complete every part of the application. Missing or incomplete information may prevent you from receiving due consideration for a position. Especially important are the position applying for, and a telephone number where you can be reached between 8:30 A.M. and 4:30 P.M. Monday through Friday. A resume can be submitted to supplement the application.
2. Your skills and experience will be measured against the requirements for the available position. List every skill you have that makes you the strongest candidate for the position.
3. If your application compares favorably, you will be scheduled for an interview. If you are not selected, you will be notified in writing by the Human Resources department. There is no need to follow-up on your application.
4. The Town of Lexington is an Equal Opportunity/Affirmative Action Employer. We are always happy to discuss our philosophy with regard to hiring and promotional opportunities.

Please take these guidelines as a reference for your convenience. Thank you.