



**PRESENT AND PRIOR EMPLOYMENT**

Please list below employers in consecutive order with present or most recent employer listed **FIRST**. Account for all periods of time between employment. A resume may be attached but **DO NOT** refer to the resume when completing all sections of this application. Use additional sheets if necessary.

<b>Name and address of company</b>	<b>Dates</b>	<b>Title:</b>
	<b>From</b>	<b>Description of duties:</b>
	<b>Mo./Yr.</b>	
	<b>To</b>	
<b>Type of Business:</b>	<b>Mo./Yr.</b>	
<b>Telephone:</b>		
<b>Supervisor:</b>		
<b>Salary: Beginning</b> <b>Ending</b>		
<b>May we contact this employer?</b>		
<b>Reasons for leaving or seeking other employment:</b>		

<b>Name and address of company</b>	<b>Dates</b>	<b>Title:</b>
	<b>From</b>	<b>Description of duties:</b>
	<b>Mo./Yr.</b>	
	<b>To</b>	
<b>Type of Business:</b>	<b>Mo./Yr.</b>	
<b>Telephone:</b>		
<b>Supervisor:</b>		
<b>Salary: Beginning</b> <b>Ending</b>		
<b>May we contact this employer?</b>		
<b>Reasons for leaving or seeking other employment:</b>		

<b>Name and address of company</b>	<b>Dates</b>	<b>Title:</b>
	<b>From</b>	<b>Description of duties:</b>
	<b>Mo./Yr.</b>	
	<b>To</b>	
<b>Type of Business:</b>	<b>Mo./Yr.</b>	
<b>Telephone:</b>		
<b>Supervisor:</b>		
<b>Salary: Beginning</b> <b>Ending</b>		
<b>May we contact this employer?</b>		
<b>Reasons for leaving or seeking other employment:</b>		

<b>Name and address of company</b>	<b>Dates</b>	<b>Title:</b>
	<b>From</b>	<b>Description of duties:</b>
	<b>Mo./Yr.</b>	
	<b>To</b>	
<b>Type of Business:</b>	<b>Mo./Yr.</b>	
<b>Telephone:</b>		
<b>Supervisor:</b>		
<b>Salary: Beginning</b>	<b>Ending</b>	
<b>May we contact this employer?</b>		
<b>Reasons for leaving or seeking other employment:</b>		

<b>Name and address of company</b>	<b>Dates</b>	<b>Title:</b>
	<b>From</b>	<b>Description of duties:</b>
	<b>Mo./Yr.</b>	
	<b>To</b>	
<b>Type of Business:</b>	<b>Mo./Yr.</b>	
<b>Telephone:</b>		
<b>Supervisor:</b>		
<b>Salary: Beginning</b>	<b>Ending</b>	
<b>May we contact this employer?</b>		
<b>Reasons for leaving or seeking other employment:</b>		

<b>Name and address of company</b>	<b>Dates</b>	<b>Title:</b>
	<b>From</b>	<b>Description of duties:</b>
	<b>Mo./Yr.</b>	
	<b>To</b>	
<b>Type of Business:</b>	<b>Mo./Yr.</b>	
<b>Telephone:</b>		
<b>Supervisor:</b>		
<b>Salary: Beginning</b>	<b>Ending</b>	
<b>May we contact this employer?</b>		
<b>Reasons for leaving or seeking other employment:</b>		

**Have you ever been forced to resign from any position? If yes, please give details:**

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**SPECIAL SKILLS, APTITUDES, AND OTHER QUALIFICATIONS**

List all skills aptitudes that make you a strong candidate for employment.

Typing speed: \_\_\_\_\_ words per minute      Shorthand speed: \_\_\_\_\_ words per minute

Office machines you operate:

\_\_\_\_\_

\_\_\_\_\_

Computer skills:                      Macintosh              IBM/Personal computers              Mainframe/network

Software programs:    Wordprocessing: \_\_\_\_\_

Spreadsheet: \_\_\_\_\_

Database: \_\_\_\_\_

Graphics: \_\_\_\_\_

Driver's license #: \_\_\_\_\_ State: \_\_\_\_\_ Expires: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Class: \_\_\_\_\_

List any machinery or heavy equipment that you have operated efficiently: \_\_\_\_\_

\_\_\_\_\_

Special qualifications and skills (licenses or certificates, memberships in *professional* organizations, etc.)

\_\_\_\_\_

\_\_\_\_\_

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**EDUCATION**

Circle highest grade completed:

High School    1 2 3 4    Vocational School    1 2 3 4    Undergraduate    1 2 3 4    Graduate    1 2 3 4

Name and Location of School

Graduated?

High School	Yes No
Vocational School Major (s): Degree:	Yes No
Undergraduate College: Major (s): Degree:	Yes No
Graduate College: Major (s): Degree:	Yes No

**Additional education and/or vocational, technical or military training relevant to the position:**

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## REFERENCES

Please provide three (3) professional references. References should be former supervisors who can comment on your past job performance.

Name and occupation	Address	Phone
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

## OTHER INFORMATION

Are you able to provide documented proof of U.S. citizenship or valid work permit as required upon employment to work in the United States?      Yes      No

Please review the functions of the position as outlined in the job description. Are you able to perform all of the essential duties of the position for which you are applying?      Yes      No

## APPLICANT'S CERTIFICATION

I understand that all statements made in this application are true and complete under pains and penalties of perjury. I authorize the Town of Lexington to investigate all statements made as part of this application and to secure any necessary information from all prior employers, references, academic institutions and law enforcement agencies. I release all of those persons, employers references, academic institutions and law enforcement agencies from any and all liability arising from their giving and receiving information about my employment history, academic credentials, qualifications or criminal record. I understand that any false answers or statements or misrepresentations by omission made by me as part of my application will be sufficient for rejection of my application or for my immediate dismissal should one be discovered after I am employed. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity and that failure to submit proof will result in denial of employment. I understand that the Town follows an "employment at will" policy and nothing in this employment application, in the Town's statements of personnel guidelines or in my communication with any Town employee or official is intended to create an employment contract between the Town and me. Employment is not guaranteed for a definite period of time and that some positions regarded as part-time and/or temporary are paid for actual hours worked and are not entitled to benefits offered to full-time positions (except FICA and Workers' Compensation). There is nothing to keep me from fulfilling the duties of the job for which I have applied.

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

The Civil Rights Act of 1964 prohibits discrimination in employment practice because of race, color, religion, sex or national origin. PL90-202 prohibits discrimination because of age.

(fold here)

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**Town of Lexington  
Town Manager's Office  
1625 Massachusetts Avenue  
Lexington, MA 02420**

Put  
Stamp  
Here

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