



Town of Barnstable Employment Application for Police Department

Human Resources

230 South Street, Hyannis MA 02601

Phone: 508-862-4694 Fax: 508-790-6307

An Equal Opportunity/Affirmative Action Employer

The Town of Barnstable is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, sexual orientation 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 Town of Barnstable Human Resources Department.

A fully completed application is required for each position applied for. Also, "see resume" is not acceptable in any field.

I Contact Information.

Name

Date

Street Address

City and State

Zip Code

Telephone

II Position Applying For (Please specify position number, position title or job category).

How did you hear about the position?

Have you ever been employed by the Town of Barnstable? When? What department?

III Residences

List chronologically all your residences in the past ten years. Include addresses while attending school if away from home and all military addresses. Begin with your present address.

<i>From: mo/yr</i>	<i>To: mo./yr</i>	<i>Address of Applicant (include apartment #)</i>	<i>Name of Someone Who Knew or Knows You at that Address</i>	<i>Phone Number</i>

IV Education. {please do not write "see resume"}

School	Name, Address, City, State	Years Attended	Degree
High School			
College			
Graduate School			
Trade, Business, Night Courses			
Military Service, Other Training			

V Licenses (Please list all licenses you possess that are relative to the position you seek). A valid license is a condition of employment, where required.

Do you have a valid driver's license (Class D Auto)? ✓Yes _____ ✓No _____ If yes, enter expiration date _____

Do you have a valid CDL license (Class A or B)? ✓Yes _____ ✓No _____ If yes, enter expiration date _____

Do you have a valid Hydraulic license? ✓Yes _____ ✓No _____ If yes, enter expiration date _____

What other valid licenses or certifications do you possess (job related)? _____

VI Office Skills (If applicable).

Check the column that you feel best describes your knowledge:

	✓Beginner	✓Intermediate Level	✓Advanced Level
Knowledge of Word Processing			
Knowledge of Spreadsheets			
Knowledge of Databases			
Automated Accounting System Knowledge			
Bookkeeping Knowledge			
Transcription Ability			
Shorthand/Speedwriting Ability			

VII. Special Skills.

Please list any other skills or abilities you feel are relevant:

VIII Employment History. {please do not write "see resume"}

Please list chronologically all employment, part-time and full time. Start with your present or last employer. You may include military service and any verifiable work performed as an intern or volunteer. Include periods of unemployment. You () may () may not contact my present employer.

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Salary Received	Reason for Leaving

Description of Primary duties:

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Salary Received	Reason for Leaving

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Employment History Continued: {please do not write "see resume"}

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Description of Primary duties:

IX References

List four (4) references below. **These persons should not be related to you, present or former employers, or current fellow employees.** All persons to whom you refer may be asked to appraise your character, ability, experience, personality, and other qualities.

Name	Residential Address	Residential Phone	Relationship
Occupation of Person	Business Address	Business Phone	Years Known
<hr/>			
Name	Residential Address	Residential Phone	Relationship
Occupation of Person	Business Address	Business Phone	Years Known
<hr/>			
Name	Residential Address	Residential Phone	Relationship
Occupation of Person	Business Address	Business Phone	Years Known
<hr/>			
Name	Residential Address	Residential Phone	Relationship
Occupation of Person	Business Address	Business Phone	Years Known

X Criminal History.

- A. The Town of Barnstable requires a Criminal Offense Record Inquiry (CORI check) on all prospective employees for certain positions. Where required, this check will be performed regardless of criminal history information provided above.
- B. A conviction will not necessarily be a bar to employment.

XI Employment of Minors.

The Town of Barnstable is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age.

Are you under age 18? If yes, please indicate your age: _____

XII Medical Information.

All offers of employment are conditional upon the satisfactory completion of a Health Questionnaire and conditional upon a physical examination, where required. Satisfactory fitness to perform the essential duties of the position is a condition of employment.

XIII Pre-Employment Drug Testing.

All offers of employment are conditional upon the satisfactory completion of a pre-employment drug test, where required. Satisfactory completion of a required drug or alcohol test is a condition of employment as outlined in the Drug and Alcohol Testing Policy of the Town of Barnstable.

XIV Lie Detector Test.

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.

XV Signature.

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

- A. I understand that acceptance of this application by the Town of Barnstable does not imply that I will be employed. (Exceptions to A. is an employee filling out this application for promotional purposes only.)
- B. The information that I have provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials or as provided during interviews, can be justification for refusal of employment or can be justification for termination from employment, if employed.
- C. I understand that any offer of employment that I receive from the Town of Barnstable is contingent upon my successful completion of the pre-employment screening process including but not limited to the Town of Barnstable receiving satisfactory references, a satisfactory criminal history and Criminal Offense Record Inquiry if required, satisfactory verification of driver's license or certifications where required and satisfactory completion of any required post-offer pre-employment drug test or physical examination. (Employees promoted into a grade 5 or higher position from a position that does not include drug testing will be added to the random drug testing list.)
- D. In processing my application for employment, the Town of Barnstable may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- E. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.
- F. I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.
- G. If employed by the Town of Barnstable, I understand that as a condition of employment, I may be required to furnish additional or updated medical information, that I may be required to undergo a physical examination, that I may be subject to drug and/or alcohol testing, that the Town may request a Criminal Offense Record Inquiry (CORI check) on me, investigate my driving record or verify my license(s) or certification(s) as required for employment at any time during my employment. As a condition of employment an employee may be required to provide additional or updated information especially if this employee has been on workers comp and may require both drug testing and an employment physical in order to allow us to have the necessary information for making a proper decision or reasonable accommodations, if necessary.
- H. I understand that the Town of Barnstable is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time unless there is an applicable bargaining unit contract provision.

My Signature Certifies That I Have Read And Agree With The Above Statements And All Statements Contained In This Application For Employment.

Applicant Name (Please Print)

Applicant Signature

Date

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rev. 7/9/2003

**TOWN OF BARNSTABLE DEPARTMENT OF HUMAN RESOURCES
APPLICANT PROFILE**

OPTIONAL INFORMATION

Please complete this information for our records and required reporting. Please submit form with your completed application. Thank you.

PLEASE PRINT

PLEASE PRINT

Applicant Name: _____
last first middle initial

Applicant Address: _____
P.O. Box, street, town, state & zip code

Position applying for: _____

Sex: M F

Race Selection

Please circle one of the following:

1. White: (not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
2. Black: (not of Hispanic origin) All persons having origins in any of the Black racial groups of Africa.
3. Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
4. Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
5. American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
6. Cape Verdean: All persons who are descendants of anyone born in the Cape Verde Islands
7. Unknown