

TOWN OF BARNSTABLE
BARNSTABLE RECREATION DIVISION or HYANNIS YOUTH & COMMUNITY CENTER
 (Please circle which Division you are applying for)

141 Bassett Lane
 Hyannis, MA 02601
 Tel: 508-790-6345; Fax: 508-790-6279
 E-Mail: Recreation@town.barnstable.ma.us

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.

Please complete the **ENTIRE** application and sign. If you hold current certifications, attach copies. You may attach a resume and/or a cover letter, if you wish.

APPLICANT INFORMATION: Position for which you are applying: _____

Name: _____ Date of Birth: _____ Application Date: _____

Address: _____

and Street

City and State

Zip Code

Telephone/Cell Number(s): _____ Email Address: _____

Were you previously employed by Barnstable Recreation/HYCC? _____ NO _____ YES What Position? _____

Are you currently employed by the Town of Barnstable at this time? _____ NO _____ YES What Division? _____

SUMMER APPLICANTS ONLY:

Can you work entire season? _____ YES _____ NO

Can you work through Labor Day? _____ YES _____ NO

Summer Telephone Number: _____ If not, what would be your last day? _____

Summer Address: _____

<u>EDUCATION</u>	<u>Name, Address, City, and State</u>	<u>Years Completed</u>	<u>Degree</u>
High School			
College			
Graduate School			
Trade, Night, Business Courses			
Military Service			

EMPLOYMENT HISTORY: Please account for the last two positions you held. Start with present or last employer. You may include Military service and any verifiable work performed as an intern or volunteer. You MAY MAY NOT contact present employer.

Employer: _____ Address: _____

Telephone #: _____ Job Title: _____ Supervisor: _____

Dates Worked: _____ Salary: _____ Reason for Leaving: _____

Primary Duties: _____

Employer: _____ Address: _____

Telephone #: _____ Job Title: _____ Supervisor: _____

Dates Worked: _____ Salary: _____ Reason for Leaving: _____

Primary Duties: _____

REFERENCES: Give the name of two people, not a relative, who has known you at least one year:

Name: _____ Name: _____
Telephone: _____ Telephone: _____
Address: _____ Address: _____
Years Known: _____ Relationship: _____ Years Known: _____ Relationship: _____

CORI & SORI: The Town of Barnstable requires a Criminal Offense Record Inquiry (CORI) and a Sexual Offense Record Inquiry (SORI) on all prospective Employees for certain positions.

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? NO _____ YES _____ If yes, please indicate your age: _____

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.

SIGNATURE: PLEASE 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 workmen's compensation 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