



**North Attleborough
Electric Department**

A Customer Owned Utility
Serving Our Community Since 1894

275 Landry Avenue
North Attleborough, MA 02760-3501
Telephone: 508.643.6300
Fax: 508.699.5603
www.naelectric.com

Application for Employment

Applicants are considered for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, or the handicap of a qualified handicapped person.

Please complete the following pages.

Date of Application: _____

Position(s) Applied For: _____

LAST NAME (PLEASE PRINT)

FIRST

MIDDLE

ADDRESS

CITY

STATE

ZIP

TELEPHONE NUMBER

SOCIAL SECURITY NUMBER

Have you filed an application here before? Yes No If yes, give date: _____

Have you ever been employed here before? Yes No If yes, give date: _____

Are you employed now? Yes No

If yes, may we contact your present employer? Yes No

Are you legally authorized to work in the United States? Yes No

On what date would you be available for work? _____

Are you available to work: Full time Part time Temporary

Employment Experience

Start with your present or last job. Include all positions which you have held during the past ten (10) years. You may include any verified work performed on a volunteer basis. You may exclude organization names which indicate race, color, religion, sex or national origin.

EMPLOYER	DATES EMPLOYED		POSITION
ADDRESS			
CITY	STATE	ZIP	TELEPHONE
JOB TITLE	HOURLY RATE / SALARY		SUPERVISOR
REASON FOR LEAVING			

EMPLOYER	DATES EMPLOYED		POSITION
ADDRESS			
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CITY	STATE	ZIP	TELEPHONE
JOB TITLE	HOURLY RATE / SALARY		SUPERVISOR
REASON FOR LEAVING			

Use separate piece of paper if needed to list all positions.

List professional, trade, business or civic activities and offices held which are relevant to the position(s) for which you are applying. (You may exclude those which indicate race, color, religion, sex or national origin):

Education

Please list your education history in the table below.

	SCHOOL NAME	YEARS COMPLETED	DIPLOMA / DEGREE
HIGH SCHOOL			
TRADE OR BUSINESS SCHOOL			
COLLEGE OR UNIVERSITY			
GRADUATE OR PROFESSIONAL			

List any academic honors and awards which you received:

Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience which are relevant to the position(s) for which you are applying.

Military Service

Are you a veteran of the U.S. Military Service? Yes No If yes, give branch _____

Please describe any specialized military training which pertains to the position(s) for which you are applying:

Give the names addresses and telephone numbers of three references who are not related to you and are not previous employers:

NAME	ADDRESS	TELEPHONE

Criminal Record

- 1. Have you been convicted of a felony? Yes No

- 2. Have you been convicted of a misdemeanor within the past five years? (Other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace?) Yes No

- 3. Have you completed a period of incarceration within the past five years for any misdemeanor? (Other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace?) Yes No

- 4. If the answer to question number three above is "Yes", please state whether you were convicted more than five years ago for any offense. (Other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace.) Yes No

If the answer to any of the questions is "Yes", please indicate in the space below the date of all convictions, the particular offenses for which you were convicted, and the final disposition of each matter:

"An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to any inquiry herein relative to prior arrests, criminal court appearances or conviction. An applicant for employment with a sealed record on 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 any 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."

Applicant's Statement

- I certify that answers given herein are true and complete to the best of my knowledge.
- I authorize investigation of all statements contained in this Application for Employment as may be necessary in arriving at an employment decision.
- I understand that this application is not and is not intended to be a contract of employment. I understand that if I am employed, I will have a right to terminate my employment at any time and for any reason, and I understand that North Attleborough Electric Department will retain a similar right to terminate my employment at any time and for any reason.
- I understand that if a conditional offer of employment is extended to me I shall be required to undergo a physical examination to determine whether I am capable with or without reasonable accommodation, of performing the essential functions of the job.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of North Attleborough Electric Department.

SIGNATURE OF APPLICANT DATE

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment of continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.