

# **APPLICATION FOR EMPLOYMENT**





[www.chilmarkma.gov](http://www.chilmarkma.gov)

## TOWN OF CHILMARK CHILMARK, MASSACHUSETTS

**TOWN OFFICES:**  
Beetlebung Corner  
Post Office Box 119  
Chilmark, MA 02535  
508-645-2100  
508-645-2110 Fax

TO:

FR: Timothy R. Carroll, Executive Secretary

DT: January 23, 2017

RE: Chief of Police vacancy

Thank you for your interest in the position of Chilmark Chief of Police. This position will supervise a Full-time staff consisting of a Sergeant, Detective, and two Police Patrolmen. There are seven part-time special officers, four summer special police officers, and two traffic officers. You will be responsible for developing the Police Department's annual budget is \$670,000. This position is a "working chief" with full arrest powers.

Chilmark is a rural community on the West end of Martha's Vineyard Island. It is 12 square miles of rolling hills, ocean beaches, coastal ponds, and includes the National Wildlife Refuge of Nomansland Island. Our community has a long economic history of farming and commercial fishing. Today the town is mostly known as a summer resort, however the fishing village of Menemsha continues as a strong fisheries port and zoning protects the natural beauty of our community. We have no commercially zoned areas in town and only pre-existing businesses are allowed. We are a dry town with no liquor establishments.

The Chief of Police performs a variety of highly responsible duties in accordance with state statutes and town bylaws. The Chief of Police will exercise considerable judgment and discretion in their interpretation and application, and for which there is direct accountability to the Commonwealth. Errors could result in considerable public safety threats, loss of public trust/cooperation, and could create serious legal or financial problems for the Town. The Chief of Police reports on budgetary, personnel issues, and public safety concerns to the Board of Selectmen on a regular basis.

Candidates should possess excellent communication, organizational, and management skills, as well as computer proficiency. You should have a proven track record of innovation and initiative. The Chief will work closely with other department heads and

the Executive Secretary. The Chief of Police works under the general direction of the Board of Selectmen.

Please find enclosed:

- **Position Vacancy Notice**
- A copy of the published **advertisement** for this position
- **Position Description** – please review requirements carefully
- Massachusetts PD – Police Officer **Essential Tasks**
- Town of Chilmark Job **Application form**

Please submit your cover letter, resume and completed Chilmark Job Application form before the deadline of January 31<sup>st</sup>, 2017.

Your cover letter should describe the relevant skills and experience you possess for this position, your understanding of the unique local conditions, your approach to leading our police department, the public outreach you would envision under your leadership, and a specific example that would illustrate your commitment to the philosophy of community policing. Your communications with the Town regarding this position will be reviewed and assessed as part of our hiring process.

The Selection Committee will conduct an initial screening of applicants February 1<sup>st</sup>, select five applicants for preliminary interviews, and then recommend three finalists for interview by the Board of Selectmen at a public meeting. A conditional offer for employment will be subject to a full background check, and on successfully passing a medical and psychological screening.

We look forward to reviewing your completed application.

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Post Office Box 119  
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# Position Vacancy Notice

POSTING DATE: 12 January 2017

START DATE: 21 March 2017

TITLE: **Chief of Police**

INITIAL RATE OF PAY: **CONTRACT - \$120,000 – 130,000/year.**

FULL-TIME: **40+ Hours a week 2088 hrs/yr. Salaried Exempt**

BENEFITS: Town pays 75% Health and Life Insurance, County Retirement System, voluntary Deferred Compensation and Dental plans, Sick Time, Vacation Time, (2) Personal Days, Eleven Holidays and Three ½ day Holidays, EAP.

SUMMARY OF DUTIES: Is the chief administrative officer of the Police Department and the final authority in all matters of policy, operations and discipline of the department. Ensure compliance with all laws which the department has authority to enforce. Preserve the peace, and protect the people and property within the Town of Chilmark.

### REQUIREMENTS:

- Police Academy Certification, Associates Degree or two years of college plus professional, technical training such as the Police Academy or FBI in combination with business, public administration, or managerial courses, plus 5 years paid police experience. A degree in criminal justice enforcement is preferable.
- Thorough and working knowledge of federal laws, state statutes, and local bylaws applicable to law enforcement.
- Ability to supervise and direct employees in the office and field.
- Have high degree of judgment and initiative as well as ability to anticipate and react positively to technical and administrative problems.
- To attend Town Meetings and meetings of the Board of Selectmen as requested.
- Have tact and the ability to communicate effectively with town employees, federal, state and local officials, and the general public. Maintain good public relations.
- Pre-employment physical examination. Applicant must not use any tobacco products.

APPLICATION: Contact the Selectmen's Office for an application and position description.  
[jobs@chilmarkma.gov](mailto:jobs@chilmarkma.gov) 508-645-2109

DEADLINE: Completed Applications with a cover letter and resume should be submitted to the Selectmen's Office by **4:30 PM on Tuesday January 31<sup>st</sup> 2017.**

# **CHIEF OF POLICE CHILMARK, MARTHA'S VINEYARD**

The Town of Chilmark is accepting applications for Chief of Police. The Chief will report to Board of Selectmen and direct a department comprised of 4 full, 3 part time year round officers and 9 summer officers. The Chief is final authority on policy, operations, & discipline.

The new Chief will build profound respect among our small town's diverse constituencies and will understand "Keeping the peace" is paramount. The acting chief has smoothly and effectively carried out his law enforcement responsibilities by being an outstanding leader and intimately knowledgeable about people, traditions, customs of the community. Successful applicant will be held to the highest performance standards, prepared to immediately take charge, possess inherently strong interpersonal/leadership skills, courteous, pleasant and approachable, prepared to apply full energy towards enhancing police operations.

Required skills/credentials include Massachusetts Municipal Police Training certification, First Responder/CPR certification or the ability to obtain such certifications within 6 months. Applicants must possess: either BA or 2 years college combined with technical training e.g. Police Academy, FBI, professional education courses including business, public administration or management, minimum of 5 years experience supervising municipal employees, ability to apply federal, state statutes, town bylaws to law enforcement, sound judgment, initiative, knack to communicate effectively with town officials/employees, federal/state officials, general public.

Salary range \$120,000 – 130,000/year. Applications or information may be obtained by contacting [jobs@chilmarkma.gov](mailto:jobs@chilmarkma.gov) or 508-645-2109. Applications must be submitted by January 31, 2017. Chilmark is an Equal opportunity Employer and complies with Affirmative Action.

- I. POSITION TITLE:     **Chief of Police**
- II. SUPERVISOR:        Board of Selectmen

COPY

- III. GENERAL DESCRIPTION OF DUTIES: Is the chief administrative officer of the Police Department and the final authority in all matters of policy, operations and discipline of the department. Ensure compliance with all laws which the department has authority to enforce. Preserve the peace, and protect the people and property within the Town of Chilmark.

IV. SPECIFIC DUTIES AND RESPONSIBILITIES:

- A. Plan, direct, coordinate, control and staff all activities of the department.
- B. Enforce all Federal, State, County and Town laws and regulations.
- C. Complete and forward all reports required by Federal, State, County, and Towns laws.
- D. Prepare annual budget of the department
- E. Be responsible for proper training of members of the department.
- F. Be responsible for all property owned by the department or entrusted to it.
- G. Plan and execute crime prevention, public safety programs, and emergency preparedness.
- H. Exercise general supervision and inspection of all licensed public places within the town.
- I. Be responsible for the department's relations with local citizens, local government and other agencies and for coordination with other towns, the county, the state and federal agencies as needed to carry out police functions.
- J. Prepare an annual report to the Selectmen.
- K. Ensure the prompt service of all criminal warrants, summonses or subpoenas.
- L. Issues firearms permits in accordance with Massachusetts General Laws.
- M. Enforces all department policies and procedures.
- N. Maintains all required certifications.

The essential functions or duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

These duties shall be performed appropriately to represent the decisions and policies of the Town of Chilmark and with respect for the confidentiality for the public and the Town.

Educate self in Federal and Massachusetts General Laws as they pertain to the Town's practices and procedures; review changes in requirements with the Board of Selectmen. Participate in continuing education through classes and conferences as determined by the Massachusetts Criminal Justice Council.

- V. SUPERVISORY RESPONSIBILITIES: Has authority over all members of the police force and other persons employed therein and be responsible for all property used by the department.

VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Police Academy Certification, Associates Degree or two years of college plus professional, technical training such as the Police Academy or FBI in combination with business, public administration, or managerial courses, plus 5 years paid police experience. A degree in criminal justice enforcement is preferable.
- B. Thorough and working knowledge of state statutes applicable to law enforcement.
- C. Thorough and working knowledge of Town Bylaws as applicable to law enforcement.
- D. Thorough and working knowledge of federal laws and its application to local government law enforcement.
- E. Ability to supervise and direct employees in the office and field.
- F. Have high degree of judgement and initiative as well as ability to anticipate and react positively to technical and administrative problems.
- G. Have tact and the ability to communicate effectively with town employees, federal, state and local officials, and the general public. Maintain good public relations.

VII. SPECIAL CIRCUMSTANCES AND REQUIREMENTS:

- A. Applicant will be subject to a background check and must be available for an interview for employment.
- B. Work may be performed under hazardous conditions.
- C. Applicant will be required to attend courses as required by the Massachusetts Criminal Justice Council (Annual Firearms Training, Suicide Prevention, First Responder (first aid), etc.
- D. As required by statute, applicant must not use any tobacco products unless grandfathered.

VIII. POSITION GRADE LEVEL & TIME REQUIREMENTS: Grade 12      Hours per week: 40+

Approved By: Personnel Board

Date: 7/16/02

Chair: James P. Keane

Reviewed By: Board of Selectmen/  
person

Date: 8/20/02

Chair: Robert J. Lamb

Chief of Police

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

Chair: \_\_\_\_\_

# Massachusetts PD -- Police Officer Task Survey Analysis

## Police Officer Essential Tasks:

COMMONWEALTH OF MASSACHUSETTS POLICE OFFICER TASK LIST	
<b>A. PATROL AND INCIDENT RESPONSE</b>	
Provide back-up to other police personnel.	
In response to a report of child abuse, observe and evaluate the physical or mental condition of the child, notify the appropriate agencies, and/or place the child in protective custody to protect the child from physical or mental harm.	
Respond to a crime in progress and secure the area to effect an arrest.	
When confronted with victim(s), conduct patient assessment and administer immediate care to prevent further injury, trauma, or death.	
Communicate/negotiate with a hostage taker to reduce his/her anxiety and prevent the loss of life pending arrival of hostage negotiator.	
Appraise the situation, separate individuals, and discuss the grievances to restore order at a domestic dispute.	
Use communications equipment (e.g., radio, computer, telephone) to exchange information relative to official duties (e.g., reporting status and location to dispatcher, maintaining contact with other agencies).	
Operate a Department vehicle at a high rate of speed, using emergency lights and siren and maintaining public safety, to respond to emergency calls for service.	
Request assistance from other police personnel.	
Respond to an alarm, secure area, and inspect for entry to protect life and property and apprehend the violator or violators.	
Participate in a large scale coordinated search for one or more persons (e.g., escapees, mental patients, lost people, etc) to locate or apprehend the person(s).	
Separate individuals in a fight or disturbance (not a domestic dispute) to restore order and minimize injury to those individuals or property.	
Operate a Department vehicle under non-emergency conditions within a specific geographic area to observe and detect unusual activities or circumstances, or violations of the law in order to deter crime and provide service to the public.	
Protect one or more persons (confidential sources, witnesses, etc.) to provide for the safety and security of the person(s) and the public.	
Respond to incidents requiring your presence as specified in Departmental policies.	
Maintain current information such as names, faces, and previous arrest records of known criminals believed to be in the area.	
Observe and check entrances to buildings and premises to maintain security of property.	
Identify a person as disturbed (e.g., mentally, emotionally) or incapacitated (e.g., drunk, epileptic) and detain that person in order to provide for placement.	
Erect physical barriers, bodily serve as a barrier, issue verbal commands, and/or utilize the necessary degree of authority to effect the safe, peaceful, and orderly flow of a crowd of people.	
Patrol a specific geographic area on foot to observe and detect unusual activities or circumstances, or violations of the law.	
Serve on special details to help maintain peace (e.g., abortion demonstrations, animal rights).	
<b>B. TRAFFIC ENFORCEMENT</b>	
When outside of vehicle (e.g., making a traffic stop), monitor pedestrian or vehicular traffic to reduce risk of injury to self or others and take evasive action when necessary.	
Conduct field sobriety tests to determine probable cause for breath or blood test and/or arrest for alcohol or drug use.	
Protect an accident scene to allow for a determination of the facts of the accident.	



# Massachusetts PD -- Police Officer Task Survey Analysis

## Police Officer Essential Tasks:

Direct/reroute traffic, place emergency signaling devices (e.g., flares) or take other necessary action to ensure a safe and orderly flow of traffic when confronted with unusual traffic conditions (e.g., accidents, stoplight out, parades).
Determine the status (e.g., stolen, disabled) of a stopped or abandoned vehicle, including checking for inhabitants (e.g., children, victims).
Estimate vehicle speed visually or use speed detection equipment (e.g., radar, lidar, vascar, stopwatches) to determine the speed of a vehicle.
Stop vehicles for cause and check for required documents, defective equipment (e.g., headlights, tires), and other violations to issue citations or warnings and to aid in the safe and legal operation of vehicles on the road.
Issue a citation to a traffic violator.
Impound or supervise impounding of equipment or vehicles left on the roadway.
<b>C. INVESTIGATIONS</b>
Identify and collect evidence at a crime scene to preserve that evidence for use in an investigation.
Protect a crime scene from contamination by controlling access to the scene and erecting physical barriers to preserve the evidence of a crime.
Document the elements of a crime and identify potential witnesses and suspects to produce a prosecutable case.
Evaluate evidence (e.g., article, substance) to determine its relationship to an investigation.
Transport evidence to various locations (e.g., lab, court), maintaining an unbroken chain of custody.
Canvass the neighborhood, asking questions of persons in order to locate and identify one or more witnesses, victims, or suspects of a crime.
Inspect a suspected controlled substance to make a preliminary determination of its identity and request further lab tests as needed.
Determine the probable facts of the incident from examination and comparison of statements and other evidence.
Interview and take written statements from the general public, witnesses, victims, or suspects to obtain and record information pertinent to the enforcement, regulatory, and service functions of the Department.
Evaluate individuals to determine their credibility and/or manner in which they should be handled (e.g., during interrogations).
Identify assets for potential seizure at a crime scene.
Observe one or more persons, places, and/or things to collect information and evidence of criminal activities.
<b>D. ARREST-RELATED ACTIVITIES</b>
Display or discharge a Departmentally approved firearm to protect self and/or the public.
Display or utilize a Departmentally issued non-firearm weapon (baton, spray) in a defensive manner to control one or more persons in accordance with Department policy.
Search one or more persons for weapons, fruits of a crime, or contraband to effect an arrest, protect oneself and the public, and/or to obtain evidence.
Search a vehicle for weapons, fruits of crime, or contraband to effect an arrest, protect self and the public, and/or to obtain evidence.
Distinguish between felony and misdemeanor classifications when making arrests.
Search a building for individuals, weapons, fruits of a crime, or contraband to effect an arrest, protect self and the public, and/or to obtain evidence.
Physically restrain or subdue a violent or resisting individual or arrestee to protect self, the person being restrained, and the public, or to effect custody of an arrestee.

## Massachusetts PD -- Police Officer Task Survey Analysis

### Police Officer Essential Tasks:

Determine applicability of Miranda when arresting and detaining suspects.
Signal a felon to stop (e.g., emergency light, siren, P.A.) in order to effect an arrest or contain the felon and await backup.
Make judgments about probable cause for warrantless searches.
Operate a Department vehicle at a high rate of speed, maintaining public safety and in compliance with Departmental pursuit policy, to pursue and apprehend one or more violators.
Determine whether suspects require medical attention.
Physically restrain or control a non-violent individual or arrestee to protect self, the person being restrained, and the public, or to effect custody of an arrestee.
Ensure prisoners are held and detained in compliance with Departmental policy and applicable statutes.
Legally force entry into building to apprehend suspect and/or evidence.
Record the arrest of an individual (e.g., fill out forms, photograph) to document that arrest and possible detention.
Pursue a suspect or violator on foot.
Review computer and/or booking sheet to obtain information about booked suspects (e.g., criminal history, outstanding warrants).
Make recommendations for strip or body cavity search.
Transport person(s) (e.g., witness, victim), maintaining safety, for some official purpose.
<b>E. EVIDENCE/PROPERTY MANAGEMENT</b>
Ensure the secure storage of evidence and property in the designated location.
Ensure the maintenance of chain of custody for evidence.
Release property or evidence to authorized individuals.
<b>F. RECORD AND REPORT MANAGEMENT</b>
Write narrative reports (e.g., incident reports, intelligence reports) providing complete, accurate and consistent information.
Summarize in writing the statements of witnesses and complainants.
Fill in forms requiring specific information accurately and completely.
Record information required by Department guidelines in proper logs.
Document incoming communications (e.g., requests for information, training) and communicate that information to other personnel as necessary.
Maintain logs (written and/or computerized) of activities occurring during the shift (e.g., accidents, significant incidents) to maintain a record.
<b>G. COURT</b>
Appear and testify as a witness in an official proceeding (e.g., traffic court, trial, Civil Service hearing) to assist in fulfilling the Department's role in the judicial and administrative process.
Review search and arrest warrants prior to presentation to judge or prosecutor for signing.
Review and discuss the details of a specific investigation with prosecutor to plan investigatory strategy, prepare for a court presentation, etc.
Prepare search or arrest warrants.
<b>H. COMMUNITY RELATIONS</b>
Communicate with neighborhood youths to facilitate police-community relationships and deter criminal behavior.
Participate in cooperative operations (e.g., Task Forces, executing warrants) to address community conditions and crime.
Contact the immediate family of an individual (in person) or notify uniformed personnel to provide information to the family concerning that person's injury or death.

## Massachusetts PD -- Police Officer Task Survey Analysis

### Police Officer Essential Tasks:

Attend meetings (e.g., community meetings, concerned citizens) to discuss and exchange information, address problems, coordinate and develop plans of action, etc.
Provide information upon request to individuals and groups (e.g., business people, neighborhood groups) to increase awareness of potential victimization and deter crime.
Provide assistance and information to civilians seeking help (e.g., directions, explanations of municipal codes and ordinances, referrals to other Department personnel or other agencies/entities).
Maintain current information about available social agencies and their roles for use in referring citizens seeking help.
Discuss police actions with relatives of prisoners or complainants.
<b>I. POLICE DEPARTMENT PROPERTY MANAGEMENT</b>
Clean and inspect weapons.
Conduct inventory of assigned vehicles and equipment to ensure that necessary equipment is available when needed.
Recognize vehicle and/or equipment damage or malfunctions(s) and ensure that necessary repairs are performed.
Maintain clothing and personal equipment to satisfy inspection requirements.
Maintain personal copies of Departmental directives as required by Department policy.
<b>J. DIRECT SUPERVISION</b>
Attend or conduct roll call.
<b>K. PERSONNEL EVALUATION AND COUNSELING</b>
<b>L. PERSONNEL ASSIGNMENT AND COORDINATION</b>
<b>M. TRAINING DELIVERY</b>
<b>N. COMMAND</b>
Monitor police activity by radio.
<b>O. INTERNAL/EXTERNAL COMMUNICATIONS &amp; COORDINATION</b>
Notify dispatcher of special conditions that may affect or are affecting sector operations as required by Department procedures.
Communicate with other Department personnel informally to discuss and exchange information (e.g., intelligence), address problems, etc.
Monitor and respond to routine communications (e.g., phone).
Consult with superior to provide/receive assistance with assigned operational activities and keep him/her apprised of potential developments/problems.
Request documents in records systems (e.g., pictures, criminal histories, etc.).
Notify other Police Department units of unusual situations and conditions as necessary and appropriate.
Contact other police Departments and law enforcement agencies (e.g., FBI) for information and assistance.
Communicate with individuals from other city/state/federal agencies/entities to exchange information and accomplish work objectives.
Respond to requests for information from superior personnel.
Answer investigative inquiries from other law enforcement agencies or refer inquiry appropriately.
Contact outside agencies and organizations (e.g., social service agencies) for information.
<b>P. RESEARCH AND PLANNING</b>
<b>Q. FINANCIAL MANAGEMENT</b>
<b>R. PROFESSIONAL DEVELOPMENT</b>
Participate in in-service training and recertification programs including firearms, policies, and practical/tactical exercises (e.g., defensive tactics) to receive information and develop skills.

## **Massachusetts PD -- Police Officer Task Survey Analysis**

### **Police Officer Essential Tasks:**

Read and keep up-to-date on federal, state, and local statutes/ordinances and court decisions to ensure appropriate enforcement and investigatory activities.
Read internal reports and training materials to keep current on procedures and issues.
Read and keep up-to-date on Departmental policies and procedures to ensure appropriate enforcement, investigatory, and administrative activities.
Read outside literature (e.g., texts and journals) to keep current on law enforcement topics.

# APPLICATION FOR EMPLOYMENT

Town of Chilmark  
P.O. Box 119 401 Middle Rd.  
Chilmark, MA 02535-0119

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application	
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Inquiry
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name			
Address	Number	Street	City	State	Zip Code
Telephone Number(s)			Social Security Number		

Best time to contact you at home is: \_\_\_\_\_:\_\_\_\_\_ AM PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☐ No

If Yes, give date \_\_\_\_\_

Have you ever been employed with us before? ☐ Yes ☐ No

If Yes, give date \_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here? ☐ Yes ☐ No

If Yes, state name, relationship and location \_\_\_\_\_

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ☐ Yes ☐ No

*Proof of citizenship or immigration status will be required upon employment.*

Date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work: ☐ Full Time (Please indicate 1 2 3 shift)  
☐ Part Time (Please indicate Mornings Afternoon Evenings)  
☐ Temporary (Please indicate dates available \_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_)

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## EDUCATION

School	Name and Address of School	Course of Study	Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

## WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Comments: Include explanation of any gaps in employment.


Describe any specialized training, apprenticeship, skills and extra-curricular activities.


Describe any job-related training received in the United States military.


List professional, trade, business or civic activities and offices held.

*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:*


## ADDITIONAL INFORMATION

**Other Qualifications** Summarize special job-related skills and qualifications acquired from employment or other experience.


## SPECIALIZED SKILLS (Skills/Equipment Operated)

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Production/Mobile Machinery (list)	Other (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	_____	_____
WPM _____	WPM _____	_____	_____

State any additional information you feel may be helpful to us in considering your application.


**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. \_\_\_ YES \_\_\_ NO

## PERSONAL/PROFESSIONAL REFERENCES *Do not include family members or past supervisors.*

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

/

/

## APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

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 the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.

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