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# Employment Application

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Phone: 508-

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www.t

The Truro Police Department 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 Chief of Police.

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

## I. Contact Information.

Date:

Name:

Telephone:

Permanent Address:

Date of Birth:

Social Security Number:

## II. Position

How did you hear about this position?

Position for which you are applying:

Have you ever been employed by the Truro Police Dept? \_\_\_ No \_\_\_ Yes If yes, when? \_\_\_\_\_ to \_\_\_\_\_

<b>III. Education.</b>			
<b>School</b>	<b>Name, Address, City, State</b>	<b>Years Attended</b>	<b>Degree</b>
High School			
College			
Graduate School			
Trade, Business, Night Courses			
Military Service, Other Training			

**IV. 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 possess a FID/LTC? Yes \_\_\_ No \_\_\_ If yes, enter expiration date \_\_\_\_\_

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

**V. Specialized Certifications**

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**VI. Hobbies / Personal Interests**

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

Please account for the last 4 positions you have held. Start with your present or last employer. You may include military service and any verifiable work performed as an intern or volunteer. You ( ) may ( ) may not contact my present employer.

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

Description of Primary duties:

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Description of Primary duties:

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**VIII. References:** {a minimum of 3 references is required. Please do not write "see resume"}

Name	Address	Phone	Relationship
Name	Address	Phone	Relationship
Name	Address	Phone	Relationship

**IX. Criminal History.**

- A. The Truro Police Dept. requires a Criminal Offense Record Inquiry(CORI check) on all prospective employees for certain positions.
- B. A conviction will not necessarily be a bar to employment.

**X. Employment of Minors.**

The Truro Police Dept. 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. \_\_\_\_\_

**XI. 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.

**XII. ~~Of~~ Detecto 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.

**X@Signature.**

**\* CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING \***

- A. I understand that acceptance of this application by the Truro Police Dept. 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 Truro Police Dept is contingent upon my successful completion of the pre-employment screening process including but not limited to the department 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 psychological test or physical examination.
- D. In processing my application for employment, the Truro Police Dept 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 Truro Police Dept. 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 Truro Police Dept., 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 psychological testing, that the Truro Police Dept, 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 psychological 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.

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

\_\_\_\_\_  
Applicant Name (Please Print)

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

\_\_\_\_\_  
Date