



# CANTON

## PARKS & RECREATION

Inspiring People. Celebrating Community.

### GENERAL APPLICATION

(PLEASE PRINT CLEARLY)

Name: \_\_\_\_\_  
Last First M.I.

Primary Phone: (\_\_\_\_) \_\_\_\_\_  
*Applicant will be contacted by phone for an interview.*

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Position : \_\_\_\_\_  
*\*Applicants for Director Positions must be 21 years or older.*

The Town of Canton is an equal opportunity employer. Applicants are considered for all positions without regard to age, race, color, religion, sex, gender identity, sexual orientation, genetic information, national origin, ancestry, marital status, veteran

Are you 16 years or older? Yes  No

If employed and you are under 18 years of age, can you furnish a work permit? Yes  No

If applying for a Director Position, are you 21 years or older? Yes  No

Are you a relative of a Town of Canton or Canton Public Schools employee? Yes  No   
If yes, please furnish the name of your relative(s): \_\_\_\_\_

Have you filed an application for the Town of Canton before? Yes  No   
If yes, give date(s) and position(s) applied for: \_\_\_\_\_

Have you ever been employed by the Town of Canton before? Yes  No

If yes, give date(s) and position(s): \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status?

Yes

No

*In accordance with the Immigration and Reform Control Act proof of citizenship or immigration status will be required upon employment.*

Under Massachusetts law, an employer may ask: If you have ever been convicted of a felony or if you have been convicted for a misdemeanor within the past five years, other than a first conviction for offenses like drunkenness, simple assault, speeding, minor traffic violations, or disturbance of the peace.

Effective November 4, 2010, the law prohibits employers from requesting on initial written application form Criminal Offender Record Information.

If you are selected for an interview, The Town of Canton reserves its right to inquire about your criminal record in accordance with the law.

## EMPLOYMENT HISTORY

Start with your present or last job. Include military service assignments and any verified work experience performed on a volunteer basis. You may omit employer names which indicate age, race, color, religion, sex, national origin, or other protected class. Commercial motor driver applicants must provide this information for the ten (10) years preceding the date of this application.

Effective July 1, 2018, it is unlawful for an employer to seek the wage or salary history of a prospective employee until an offer of employment has been made. If you need additional space, please continue on a separate sheet of paper.

Employer:	Job Title:	Dates of Employment: <i>From:</i> _____ <i>To:</i> _____
Address:		
Supervisor:	Phone:	May we contact your supervisor?

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## CERTIFICATIONS

Please select certifications that you can provide documentation for:

- Standard First Aid                      Organization: \_\_\_\_\_                      Expiration Date: \_\_\_\_\_
- AED                                              Organization: \_\_\_\_\_                      Expiration Date: \_\_\_\_\_
- CPR                                              Organization: \_\_\_\_\_                      Expiration Date: \_\_\_\_\_
- Other: \_\_\_\_\_                      Organization: \_\_\_\_\_                      Expiration Date: \_\_\_\_\_

## EDUCATION

	Name of School	Major	Graduation Date
High School			
Undergraduate College/Univ			
Graduate College/Univ			

## PROFESSIONAL REFERENCES-PLEASE DO NOT INCLUDE ANY FAMILY MEMBERS

Please list 3 references.

Name	Address	Phone

## SUPPLEMENTAL QUESTIONS

1. Please describe the qualities and characteristics about yourself that would make you an effective staff member for the Department of Parks and Recreation.

2. What interests you most about the position you are applying for?

3. Please describe any past experiences that will help you be effective for the position you are applying for?

**Agreement**

I certify that the answers given herein are true and complete to the best of my knowledge.

I acknowledge that the Town may, at any time, investigate all statements contained in this application for employment and from any other source as may be necessary in arriving at an employment decision and release the Town of Canton and any of its authorized representatives from any liability whatsoever, in connection with any investigations and findings, including personal or professional records of any type, provided to the Town. I understand that false and misleading information may result in disciplinary proceedings, including suspension and/or termination of employment.

I understand that, if applicable, as an employee-at-will, both the employer and the employee are free to terminate the employment relationship at any time with or without notice. I further understand there may be a probationary performance period as part of my employment.

I understand and agree that I may/will have to undergo pre-employment physical examinations, a criminal background investigation, pre- or post-employment drug and alcohol testing, or any other employment-related examinations. I understand that I am required to abide by all rules and regulations of the employer.

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

\_\_\_\_\_  
Date

NOTE: 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 liabilities.

\*"An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' with respect to an inquiry relative to prior arrests, court appearances or convictions. In addition, any applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' with respect to an 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."

**THE TOWN OF CANTON IS AN EQUAL OPPORTUNITY EMPLOYER.**