



# CITY OF NEWBURYPORT

Newburyport City Hall, 60 Pleasant Street, Newburyport, MA 01950  
Tel: 978.465.4413, Fax: 978.465-4402

## EMPLOYMENT APPLICATION

FULL-TIME & PART-TIME

*Newburyport is an Equal Employment Opportunity Community*

POSITION(S) DESIRED \_\_\_\_\_

**PERSONAL DATA** *(please print)*

SOCIAL SECURITY NUMBER

LAST NAME

FIRST NAME

MIDDLE

STREET ADDRESS

CITY

STATE

ZIP CODE

MAILING ADDRESS (IF DIFFERENT)

TELEPHONE NUMBER \_\_\_\_\_ IN EMERGENCY, PLEASE NOTIFY \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_ CONTACT TELEPHONE NUMBER \_\_\_\_\_

ARE YOU A U.S. CITIZEN? YES NO IF NO, DO YOU HAVE A LEGAL RIGHT TO WORK IN U.S.? YES NO

DATE OF MILITARY SERVICE *(attach copy of DD214)* BRANCH TYPE OF DISCHARGE

WERE YOU EVER EMPLOYED BY THE CITY OF NEWBURYPORT? YES (LIST POSITION) \_\_\_\_\_ NO

NAMES OF RELATIVES EMPLOYED BY THE CITY \_\_\_\_\_

**AVAILABILITY** *(Please circle all applicable)* FULL-TIME PART-TIME TEMPORARY SUMMER

ON WHAT DATE WOULD YOU BE AVAILABLE FOR WORK? \_\_\_\_\_

I AGREE TO ROTATE ALL SHIFTS AS REQUIRED *(signature of applicant)* \_\_\_\_\_

ARE YOU WILLING TO WORK: DAYS EVENINGS NIGHTS WEEKENDS/HOLIDAYS ANY SHIFT

DAYS AVAILABLE: SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY



# CITY OF NEWBURYPORT

Newburyport City Hall, 60 Pleasant Street, Newburyport, MA 01950  
Tel: 978.465.4413, Fax: 978.465-4402

## EMPLOYMENT APPLICATION

FULL-TIME & PART-TIME

### EDUCATION

	NAME & ADDRESS	DATES	GRADUATE	LIST DEGREE OR DIPLOMA
HIGH SCHOOL			YES / NO	
COLLEGE			YES / NO	
OTHER			YES / NO	

### REGISTRATION & CERTIFICATION *(job related)*

BY	TITLE	STATE	DATE	NUMBER

### REFERENCES *(please provide 3; no relatives)*

NAME	ADDRESS	TELEPHONE	KNOWN HOW LONG?

### OTHER SKILLS *(specify proficiency, i.e. wpm)*

TECHNICAL

CLERICAL

LANGUAGES *(specify read, speak and/or write)*



# CITY OF NEWBURYPORT

Newburyport City Hall, 60 Pleasant Street, Newburyport, MA 01950  
Tel: 978.465.4413, Fax: 978.465-4402

## EMPLOYMENT APPLICATION

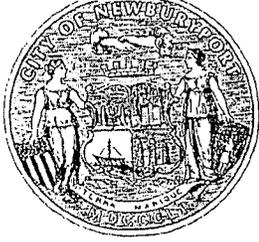
FULL-TIME & PART-TIME

### WORK EXPERIENCE *(List employers beginning with the most recent)*

EMPLOYER	PHONE NUMBER	DATES	POSITION
EMPLOYER ADDRESS		SUPERVISOR NAME	
DESCRIPTION OF DUTIES		REASON FOR LEAVING	

EMPLOYER	PHONE NUMBER	DATES	POSITION
EMPLOYER ADDRESS		SUPERVISOR NAME	
DESCRIPTION OF DUTIES		REASON FOR LEAVING	

EMPLOYER	PHONE NUMBER	DATES	POSITION
EMPLOYER ADDRESS		SUPERVISOR NAME	
DESCRIPTION OF DUTIES		REASON FOR LEAVING	



# CITY OF NEWBURYPORT

Newburyport City Hall, 60 Pleasant Street, Newburyport, MA 01950  
 Tel: 978.465.4413, Fax: 978.465-4402

## EMPLOYMENT APPLICATION

FULL-TIME & PART-TIME

I hereby authorize the city of Newburyport to contact any school, former place of employment, references and/or persons who may aid the City in determining my suitability for employment. Additionally, I release those contacted from all liability whatsoever of issuing the requested information.

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

\_\_\_\_\_  
 Date

I understand that any false statements made as a part of this application will be considered grounds for rejection of my application or cause for dismissal.

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

\_\_\_\_\_  
 Date

**Applicant: Do not write in this space**

### INTERVIEW REPORT

APPARENT MOTIVATION			
APPARENT TECHNICAL AND/OR PROFESSIONAL QUALIFICATIONS			
APPARENT PROFICIENCY-LEVEL RELATED EXPERIENCE			
APPARENT POTENTIAL FOR POSITION DESIRED			
APPARENT POTENTIAL FOR ADVANCEMENT			
PROFESSIONAL APPEARANCE	COMMUNICATION SKILLS	PERSONALITY IMPRESSION	
INTERVIEWER	DATE	REVIEWED BY	DATE

REMARKS, NOTES, REFERENCES, ETC.

