



Received: \_\_\_\_\_  
Labor Service No: \_\_\_\_\_

# CITY OF WESTFIELD APPLICATION FOR EMPLOYMENT

Qualified applicants are considered for positions without regard to race, color, religion, creed, sex, national origin, age, marital status, sexual orientation or handicap.  
**INSTRUCTIONS:** Please read the application carefully and answer every question.

Date of Application: \_\_\_\_\_ Position(s) Applying For: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Facebook URL: \_\_\_\_\_ Twitter URL: \_\_\_\_\_

How were you referred to us?  Advertisement  Website  Walk-In  Other: \_\_\_\_\_

Name of Referral Source: \_\_\_\_\_

You will accept:  Full Time  Part Time  Temporary  Seasonal Date available to start: \_\_\_\_\_

Are you currently employed?  Yes  No May we contact your current employer?  Yes  No

### GENERAL INFORMATION:

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

Have you ever been employed by the City of Westfield?  Yes  No

If yes, what department? \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

List names of relatives currently employed by the City of Westfield: \_\_\_\_\_

Do you have a right to be legally employed in the United States?  Yes  No (Proof required upon hire).

Have you ever served in the Armed Forces?  Yes  No If yes, attach a copy of your discharge form (DD214).

### EDUCATIONAL INFORMATION:

<u>School Name</u>	<u>Location (City, State)</u>	<u>Course of Study</u>	<u>Graduated</u>	<u>Degree Received</u>
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Special Skills, Qualifications, Licenses, or Certifications (Please List):** \_\_\_\_\_

If applicant is applying for a position which requires a valid MA driver's license and/or special permit including operating a City vehicle or conducting any City business using your own personal vehicle, please indicate the classification of license/permit which you currently possess: \_\_\_\_\_

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**EMPLOYMENT HISTORY:**

List all full-time and part-time employment held, listing most recent experience first. You may include any verified work performed on a volunteer basis and/or military assignments. A resume or supplement sheet may be included, however this section must be completed.

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Work Performed:

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Reason for Leaving:

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Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Work Performed:

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Reason for Leaving:

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Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Work Performed:

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Reason for Leaving:

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**If any of the following happened in the last ten (10) years, please include in the following chart:**

- | <u>Code #</u> | <u>Termination Reason</u>  |
|---------------|--|
| 1             | Fired from a job   |
| 2             | Left a job by mutual agreement following allegations of misconduct                 |
| 3             | Left a job by mutual agreement following allegations of unsatisfactory performance |
| 4             | Left a job for other reason under unfavorable circumstances                        |

<u>Date (Month/Year)</u>	<u>Code #</u>	<u>Employer's Name</u>	<u>Detailed Explanation</u>

**NOTE TO APPLICANTS: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Based on the applicable job description, are you able to perform the essential functions of the job with or without reasonable accommodation?

- Without accommodation
- Yes, with the following accommodation(s): \_\_\_\_\_  
\_\_\_\_\_
- No

Should you be offered employment, would you consent to a medical examination, as a condition of employment, conducted solely for the purpose of determining whether you are, with reasonable accommodation, capable of performing the essential functions of the job?  Yes  No

**PROFESSIONAL REFERENCES:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Email: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Email: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT'S STATEMENT**

Applicants for seasonal/temporary employment should be aware of current state laws which exempt the City from paying unemployment compensation benefits to those employees who work seasonal positions in duration of sixteen (16) weeks or less. Please refer to the applicable job description to verify the expected length of employment related to the position for which you are now applying.

My signature below verifies that I have provided the City of Westfield with complete and truthful information as requested on this employment application. I understand that any falsification or intentional omission of information is grounds for immediate discharge.

I authorize the City of Westfield to investigate my previous employment, educational background and references. I authorize persons listed as professional references and my previous employers (unless otherwise noted) to provide information concerning me to the City of Westfield. I further release the City of Westfield and its agents from any and all liability, which may arise due to an employment history inquiry to any of my previous employers for which I have authorized information to be released.

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.

The City of Westfield recognizes many different union agreements and Civil Service requirements. Unless otherwise stated on the applicable job description, all persons are employed on an "at-will" basis. Consequently, the City of Westfield has the right to change the terms or conditions of employment, including discharging an employee without notice and without cause. No one has the authority to offer or grant any persons employment on any other terms unless specified in writing by employment contract, collective bargaining agreement or Civil Services mandate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## EQUAL OPPORTUNITY INFORMATION:

The information listed below is requested as part of the City of Westfield's equal opportunity/affirmative action program to provide statistical information in compliance with Federal and State regulations. **Your response is strictly voluntary and will not result in any adverse treatment.** The data is confidential, it will be available only to authorized personnel. Your cooperation is appreciated.

Date of Birth: \_\_\_\_\_

Gender:  Male  Female

Ethnicity:  Hispanic or Latino  Not Hispanic or Latino

Race:  American Indian or Alaska Native

Asian

Black or African American

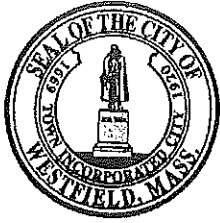
Cape Verdean

Native Hawaiian or other Pacific Islander

White

Two or More Races





# City of Westfield, Massachusetts

## Personnel Department

### CITY OF WESTFIELD CRIMINAL BACKGROUND CHECKS (CORI)

#### POLICY

It is the policy of the City of Westfield to require all applicants for employment with the City, upon receiving an offer of employment, consent to a criminal background check through DCJIS/CORI.

#### DEFINITIONS

CORI – Criminal Offender Record Information – Records compiled by the DCJIS including records and data in any communicable form compiled by a Massachusetts Criminal Justice Agency which concern an identifiable individual and relate to the nature or disposition of a criminal charge, an arrest, a pre-trial proceedings, other judicial proceedings, previous hearings conducted pursuant to M.G.L. c. 276 § 58A Where the defendant was detained prior to trial or released with conditions under M.G.L. c. 276 § 58A(2), sentencing, incarcerations, rehabilitation, or release. Published records of public court, judicial or administrative proceedings are excluded from CORI. Also excluded is information related to criminal proceedings that were initiated against an individual before he/she turned 18 unless the individual was adjudicated as an adult.


Employee – includes not only traditional employees but also volunteers, subcontractors, contractors, vendors, and special state, county and municipal employees.

DCJIS – Massachusetts Department of Criminal Justice Information Services

#### PROCEDURES

- A. The Personnel Department for the City of Westfield will register annually for iCORI service.
- B. Applicant must provide a suitable form of government issued identification which must contain a photograph. If the applicant does not have a government issued identification, a birth certificate may be used.
- C. Upon application for employment with the City of Westfield, applicant shall provide to the Personnel Department a completed CORI Acknowledgement Form (see Attachment A). CORI checks will only be conducted as authorized by the DCJIS and M.G.L. c. 6, § 172 and only after a CORI Acknowledgement Form has been completed. CORI will only be accessed for applicants who have received a conditional offer of employment.

- D. The applicant shall be informed on the face of the application or in a CORI Acknowledgement Form, the applicant is consenting to a criminal background inquiry which shall be used to determine suitability for employment.
- E. An additional CORI check may be obtained within one year.
- F. All CORI obtained from the DCJIS is confidential, and access to the information is limited to those individuals who have a "need to know."
- G. All personnel authorized to review or access CORI will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.
- H. Once the completed CORI Acknowledgement Form is received by the Personnel Department, a CORI request will be submitted using the iCORI service.
- I. If a criminal record is received from the DCJIS, the information is to be verified to ensure the record belongs to the applicant.
- J. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determination of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.
- K. Factors considered in determining suitability may include, but not limited to:
  - a. Relevance of the record to the employment sought;
  - b. Nature of the work to be performed;
  - c. Time since conviction;
  - d. Age of the applicant at the time of the offense;
  - e. Seriousness and specific circumstances of the offense;
  - f. The number of offenses;
  - g. Whether the applicant has pending charges;
  - h. Any relevant evidence of rehabilitation or lack thereof;
  - i. Any other relevant information.
- L. If the City is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The subject shall be provided with a copy of the CORI policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed.

  
\_\_\_\_\_  
Brian P. Sullivan  
Dated: 4-30-18