

# TOWN OF WEST TISBURY – EMPLOYMENT APPLICATION

Personnel Board · 1059 State Road, P.O. Box 278, West Tisbury, MA 02575  
Email: [personnel@westtisbury-ma.gov](mailto:personnel@westtisbury-ma.gov) | Tel: 508-696-6404

Equal Opportunity Employer: The Town of West Tisbury does not discriminate based on any protected class. Applicants needing an accommodation should contact the Personnel Board. A fully completed application is required for each position.

## I. Contact Information

Name  Date

Mailing Address

City/State/Zip

Physical Address

City/State/Zip

Phone (Home)  Phone (Cell)  Email

## II. Position Applying For

Position Title  How did you hear?

Have you been employed by the Town of West Tisbury before?  Yes  No

If yes, when?  Department

## III. Education

High School	<input type="text"/>	City/State	<input type="text"/>	Degree/Year	<input type="text"/>
College	<input type="text"/>	City/State	<input type="text"/>	Degree/Year	<input type="text"/>
Graduate/Other	<input type="text"/>	City/State	<input type="text"/>	Cert/Year	<input type="text"/>

## IV. Licenses & Certifications

Do you have a valid driver's license?  Yes  No Expiration

Other licenses/certificates

## V. Office / Computer Skills

Word Processing	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced
Spreadsheets	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced
Databases	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced
Automated Accounting	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced
Bookkeeping	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced
Typing/Keyboarding	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced

## VI. Special Skills / Additional Information

# TOWN OF WEST TISBURY – EMPLOYMENT APPLICATION

Personnel Board · 1059 State Road, P.O. Box 278, West Tisbury, MA 02575  
Email: personnel@westtisbury-ma.gov | Tel: 508-696-6404

---

## VII. Employment History (last 4 positions)

May we contact your present employer?     Yes     No

### Employer 1

Employer  Address   
Telephone  Title  Supervisor  Dates Worked   
Reason for Leaving   
Primary Duties

### Employer 2

Employer  Address   
Telephone  Title  Supervisor  Dates Worked   
Reason for Leaving   
Primary Duties

### Employer 3

Employer  Address   
Telephone  Title  Supervisor  Dates Worked   
Reason for Leaving   
Primary Duties

### Employer 4

Employer  Address   
Telephone  Title  Supervisor  Dates Worked   
Reason for Leaving   
Primary Duties

# TOWN OF WEST TISBURY – EMPLOYMENT APPLICATION

Personnel Board · 1059 State Road, P.O. Box 278, West Tisbury, MA 02575  
Email: [personnel@westtisbury-ma.gov](mailto:personnel@westtisbury-ma.gov) | Tel: 508-696-6404

---

## VIII. Professional References (3 required)

1. Name	<input type="text"/>	Title	<input type="text"/>	Relationship	<input type="text"/>	Phone/Email	<input type="text"/>
2. Name	<input type="text"/>	Title	<input type="text"/>	Relationship	<input type="text"/>	Phone/Email	<input type="text"/>
3. Name	<input type="text"/>	Title	<input type="text"/>	Relationship	<input type="text"/>	Phone/Email	<input type="text"/>

## IX. Criminal History (CORI)

A Criminal Offender Record Information (CORI) check may be required for certain positions.

## X. Employment of Minors

Are you under age 18?  Yes  No If yes, age

An Employment Permit may be required depending on age and position.

## XI. Medical Information

Some positions may require a post-offer physical and/or psychological examination to confirm fitness to perform essential duties.

## XII. Lie Detector Test (Massachusetts)

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.

## XIII. Applicant Acknowledgement & Signature

I affirm that the information I have provided is true and complete. I understand that misrepresentation or omission of facts is grounds for refusal of employment or termination if employed. I authorize the Town to verify the information provided and to contact references and prior employers as permitted by law. I understand that employment with the Town of West Tisbury is at-will, unless otherwise provided by a collective bargaining agreement.

Applicant Name (print)  Signature \_\_\_\_\_

Date

By submitting this application, I acknowledge and consent to the use of electronic signatures for all documents related to this application, including but not limited to background checks, offer letters, and other agreements. I understand that my electronic signature will be the legal equivalent of a handwritten signature.

I understand that I have the right to withdraw my consent to the use of electronic signatures at any time. If I withdraw my consent, I may be required to sign documents in paper form, and there may be a delay in processing my application.

I understand that I can request a paper copy of any document signed electronically by contacting [personnel@westtisbury-ma.gov](mailto:personnel@westtisbury-ma.gov). I understand that I will need to have access to a compatible web browser and PDF reader to view and retain electronic records.