



APPLICATION FOR EMPLOYMENT
WAREHAM FIRE DISTRICT
WATER DEPARTMENT

Phone: 508-295-0450

<http://www.warehamfiredistrict.org>

An Equal Opportunity / Affirmative Action Employer

Thank you for your interest in employment with the Wareham Fire District – Water Department (Wareham Water). Wareham Water is an Equal Opportunity/Affirmative Action Employer. We assure you that your opportunity for employment with Wareham Water will be based only on your merit, without regard to race, color, religion, sex, marital status, national origin, age, disability, sexual orientation, or any other class protected by federal, state, or local law.

PLEASE NOTE: The Wareham Water accepts applications for advertised positions only. Applications must be returned to the address below by the advertised deadline for consideration.

INSTRUCTIONS: Each question should be fully and accurately answered. A resume may be attached, but “see resume” is not accepted in any field on this form. Please fill out the form, then print, sign and mail to:

Wareham Fire District – Water Department

Human Resources

2550 Cranberry Highway

Wareham, MA 02570

A separate application must be submitted for each position.

GENERAL

Position applying for: _____ Date of application _____ (mm/dd/yyyy)

Referral source:

☐ Newspaper Ad

☐ Online Ad

☐ Wareham Water Employee

☐ Relative

☐ County Website

☐ Walk-in

☐ Other _____

Date available for work: _____ (mm/dd/yyyy)

Have you ever been employed by the Wareham Fire District?

☐ Yes

☐ No

If yes, list Department: _____

Dates of Service: From: _____ (mm/dd/yyyy)

To: _____ (mm/dd/yyyy)

PERSONAL

Name: _____
(First) (Middle) (Last)

Address: _____
(# and Street) (City and State) (Zip Code)

Mailing Address (if different): _____

Telephone: Home _____ Cell _____ Email: _____

Between 8:30A.M. - 4:30 P.M.: _____

Do you have a family member employed by the Wareham Fire District?

☐ Yes

☐ No

If yes, family member's name? _____

EDUCATION

High School

Graduated?

☐ Yes ☐ No

Name: _____

Address: _____

Vocational School

☐ Yes ☐ No

Name: _____

Address: _____

Major (s): _____

Degree: _____

Undergraduate School

☐ Yes ☐ No

Name: _____

Address: _____

Major (s): _____

Degree: _____

Graduate School

☐ Yes ☐ No

Name: _____

Address: _____

Major (s): _____

Degree: _____

Additional education and/or vocational, technical, or military training relevant to the position:

SPECIAL SKILLS

Check the column that you feel best describes your knowledge:

	Beginner Level	Intermediate Level	Advanced Level
Knowledge of Personal Computers			
Knowledge of Word Processing			
Knowledge of Spreadsheets			
Knowledge of Databases			
Knowledge of Graphics			
Automated Accounting System Knowledge			
Bookkeeping Knowledge			

Office machines you operate: _____

List any machinery or heavy equipment that you have operated efficiently:

Special qualifications and skills

LICENSES

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? ☐ Yes ☐ No If yes, enter class and expiration date: _____

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

PRESENT AND PRIOR EMPLOYMENT (please do not write "see resume")**MOST RECENT EMPLOYMENT****EMPLOYER**

Name: _____

May we contact this employer for references?

☐ Yes ☐ No

Street Address: _____

City: _____

State: _____ Zip: _____

Supervisor: _____

Name: _____

Telephone: _____

Position: _____

POSITION:

Title: _____

Employment dates: _____

From: _____ (mm/dd/yyyy) To: _____ (mm/dd/yyyy)

Description of Primary Duties:

Reasons for leaving:

PREVIOUS EMPLOYMENT**EMPLOYER**

Name: _____

May we contact this employer for references?

☐ Yes ☐ No

Street Address: _____

City: _____

State: _____ Zip: _____

Supervisor: _____

Name: _____

Telephone: _____

Position: _____

POSITION

Title: _____

Employment dates: _____

From: _____ (mm/dd/yyyy) To: _____ (mm/dd/yyyy)

Description of Primary Duties:

APPLICANT'S CERTIFICATION

I understand that all statements made in this application are true and complete under pains and penalties of perjury. I authorize the Wareham Water to investigate all statements made as part of this application and to secure any necessary information from all prior employers, references, academic institutions, and law enforcement agencies. I release all persons, employers, references, academic institutions, and law enforcement agencies from any and all liability arising from their giving and receiving information about my employment history, academic credentials, qualifications, or criminal record. I understand that any false answers or statements or misrepresentations by omission made by me as part of my application will be sufficient for rejection of my application, revoking of an offer or for my immediate dismissal should one be discovered after I am employed. I understand that federal law prohibits the employment of unauthorized aliens and that the Wareham Water has an obligation to make sure all employees, regardless of citizenship or national origin, are allowed to work in the United States. All persons hired must submit satisfactory proof of citizenship, permanent resident status or employment authorization and that failure to submit proof will result in denial of employment. I understand that Wareham Water follows an "employment at will" policy and nothing in this employment application, in the Wareham Water's statements of personnel guidelines or in my communication with any Wareham Water employee or official is intended to create an employment contract between Wareham Water and applicant. I understand that the employment is not guaranteed for a definite period of time and that some positions regarded as part-time and/or temporary are paid for actual hours worked and are not entitled to benefits offered to full-time positions (except FICA and Workers' Compensation).

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

Applicant Name (Please Print)

Applicant Signature

Date