
Employment Application



TOWN OF LEYDEN Employment Application

www.townofleyden.com

7 BRATTLEBORO RD, LEYDEN, MASSACHUSETTS 01301

Phone: 413-498-2901 Fax: 413-498-5103

An Equal Opportunity/Affirmative Action Employer

The Town of Leyden is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, sexual orientation, protected genetic information, gender identity, or any other class protected by federal, state or local law. Any person who needs assistance in fully participating in the application process should contact the Town of Leyden Select Board.

A fully completed application is required for each position applied for. Also, "see resume" is not acceptable in any field.

I. Contact Information.

Name		Date	
Address	# and Street	City and State	Zip Code
Home Telephone	Cell Phone	email	

II. Position Applying For (Please specify position title or job category).

How did you hear about the position?

Are you available to work Full-time Part-time Other

Have you ever been employed by the Town of Leyden? When? What department?

Do you have any relatives working for the Town? If "yes", who?

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A resume may be submitted in the lieu of filling out sections 4-7.

Are you on a layoff and subject to recall? Yes No
 Are you a veteran of the U.S. Armed Services? Yes No

III. Education.

School	Name, Address, City, State	Dates Attended	Diploma, Degree/Certification
High School			
College			
Graduate School			
Trade, Business, Night Courses			
Military Service, Other Training			

IV. Licenses (Please list all licenses you possess that are relative to the position you seek). A valid license is a condition of employment, where required.

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 (Class A or B)? Yes No If yes, enter expiration date

Do you have a valid Hydraulic license? Yes No If yes, enter expiration date

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

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V. Office Skills (If applicable). Check the column that you feel best describes your knowledge:

Skill	✓Beginner	✓Intermediate Level	✓Advanced Level
Knowledge of Word Processing			
Knowledge of Spreadsheets			
Knowledge of Databases			
Automated Accounting System Knowledge			
Bookkeeping			
Graphics			
Technology (website, networking, etc.)			

VI. Special Skills.

Please list any other skills or abilities you feel are relevant:

VII. Employment History. (please do not write "see resume")

Please account for the last 3 positions you have held. Start with your present or last employer. You may include military service and any verifiable work performed as an intern or volunteer.

Employer	Address
Telephone	Title

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Supervisor	Dates Worked
Reason for Leaving	

Description of Primary duties:

Employer	Address
Telephone	Title

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Supervisor	Dates Worked
Reason for Leaving	

Description of Primary duties:

Employer	Address
Telephone	Title
Supervisor	Dates Worked

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Reason for Leaving	
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Description of Primary duties:

VIII. Business References: (a minimum of 3 references is required. Please do not write “see resume”)

Name	Address	Phone	Relationship
Name	Address	Phone	Relationship

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Name	Address	Phone	Relationship

IX. Employment of Minors.

The Town of Leyden is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age.

Are you under age 18? If yes, please indicate your age: _____

X. Citizenship or Immigration Status.

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

_____ YES _____ NO

Proof of citizenship or immigration status will be required upon employment.

XI. Lie Detector Test.

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.

XII. Applicant's Statement

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

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- A. I understand that acceptance of this application by the Town of Leyden does not imply that I will be employed.
- B. The information that I have provided is true and complete. In the event of employment, I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials or as provided during interviews, can be justification for refusal of employment or can be justification for termination from employment, if employed.
- C. I understand that any offer of employment that I receive from the Town of Leyden is contingent upon my successful completion of the pre-employment screening process including but not limited to the Town of Leyden receiving satisfactory references, a satisfactory criminal history and Criminal Offense Record Inquiry if required, satisfactory verification of driver's license or certifications where required and satisfactory completion of any required post-offer pre-employment drug test or physical examination.
- D. In processing my application for employment, the Town of Leyden may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- E. I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the Town of Leyden to obtain any information from schools, employers or individuals relating to my activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline.

Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the Town of Leyden any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Leyden's use only.

- F. I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.
- G. If employed by the Town of Leyden, I understand that as a condition of employment, I may be required to furnish additional or updated medical information, that I may be required to undergo a physical examination, psychological examination (if required), that I may be subject to drug and/or alcohol testing, that the Town may request a Criminal Offense Record Inquiry (CORI check) on me, investigate my driving record or verify my license(s) or certification(s) as required

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for employment at any time during my employment. As a condition of employment an employee may be required to provide additional or updated information especially if this employee has been on workers compensation and may require both drug testing and an employment physical in order to allow us to have the necessary information for making a proper decision or reasonable accommodations, if necessary.

- H. I understand all appointments are probationary and that I must demonstrate my ability for continued employment. I understand that, if appointed, that the Town of Leyden is an at-will employer and I am employed for an indefinite period of time. If employed, I understand that my employment may be terminated with or without cause at any time unless there is an applicable bargaining unit contract provision.
- I. I understand that any employment offer by the Town is conditional upon my ability to establish employment under the Immigration Reform and Contract Act of 1986 within three (3) days of the date of hire.

My signature certifies that I have read and agree with the above statements and all statements contained in this application for employment and seek employment under these conditions.

Applicant Signature

Date

Applicant Name (Please Print)

Discrimination against any person in any practice or procedure in advertising, recruitment, referrals, testing, hiring, transfer, promotion or any other term, condition, or privilege of employment which limits or adversely affects employment opportunities, because of political or religious opinions or affiliations, or because of race, color, sex, gender identity, genetic information, sexual orientation, national origin, ancestry, marital status, military status, pregnancy, parenthood, age or handicap which is unrelated to a person's occupational qualifications or any other non-merit factor which is not a bona fide occupational qualification, or any other protected class under the law, is prohibited

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COMPLETION OF THIS FORM IS OPTIONAL TO BE USED BY THE TOWN OF LEYDEN'S EEO/AA REPORTING REQUIREMENT

Position Applied For: _____

Date: _____

SEX:

- Male
- Female

AGE:

- under 16
- 16-39
- 40-69
- 70+

ORIGIN White

- Black
- Hispanic
- Asian/Pacific Islander
- American Indian
- Alaskan Native
- Cape Verdean

HANDICAP

- Mental
- Physical
- None

VIETNAM ERA VETERAN

- Yes
- No

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Town of Leyden



Volunteer Firefighter Application

PERSONAL INFORMATION

Hours you can be reached by phone

Day: _____ Night: _____

Please list any previous firefighting or emergency medical service experience, including department name, location, and dates of active service

List any specialized machinery, vehicles, or equipment which you can operate and/or repair.

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What experience do you have that could relate to firefighting?

Please list any other experience you believe to be relevant:

Operation of a motor vehicle is a requirement for serving as a volunteer firefighter.

Driver's License Number: _____

State: _____

Date of Expiration: _____

AVAILABILITY

Please describe times of the week/days that you would generally be available (or not) to respond to emergency calls:

Are you generally available Tuesday evenings for training or meetings (6:00-8:00). Training/meetings are every two weeks minus holiday periods.

Yes

No

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CERTIFICATION

I hereby certify that all statements made in this application are true and complete, and I understand that any misstatements or omissions of material facts will subject me to disqualification or dismissal. I agree to undergo a criminal background check (CORI) and understand that a successful outcome is required for hire. I also certify that I have read the Volunteer Firefighter Position Description and agree to the conditions and requirements described therein, and understand that appointment is probationary for one year.

Signature: _____ Date: _____

Return application to:

Chief Carey Barton

Fire Department

Town of Leyden

7 Brattleboro Road

Leyden, MA 01301

Probational Firefighter

Job Description

Position Summary: Under the close supervision of an Officer, undergoes training and performs firefighting duties including the combating and extinguishing of fire, saving life and property, assists with equipment and apparatus maintenance. Probational Firefighters are reviewed after one year

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for retention as Firefighters and/or Officers, or for dismissal. Dismissal at the end of the probational period may be without cause.

Reports to: Fire Chief, Deputy Chief, Captain, or Lieutenant

Supervision exercised: None

Statement of Duties and Responsibilities:

- Engages in training programs to become proficient in the conduct of fire and EMS operations.
- Responds to fire alarms; drives fire apparatus, operates pumper truck at the fire; operates other equipment such as portable generators; lays and connects hose; hold nozzles and directs water stream; raises ladders; may use bars, hooks, lines and other equipment in the process of combating a fire.
- Administers basic first aid, cardiopulmonary resuscitation and other medical assistance as required and only as qualified for.
- When responding to a scene, establishes scene safety and begins firefighting operations until a Firefighter or Officer arrives on scene.
- Assists with apparatus maintenance, cleaning, and testing.
- Assists with equipment maintenance, cleaning, and testing. Includes
- Participates in the cleaning and maintenance of the fire station.
- Learns the geography of the town, including road names, locations of water sources, and becomes familiar with road conditions.
- Receives instruction on building structures and automobile structure as necessary for effective firefighting operations and vehicle extrication.
- Performs fire prevention related tasks such as inspections and public education.
- Perform related work as assigned

Distinguishing Characteristics:

- Calm, effective, and measured approach to emergency situations.
- Works well as team member. Follows orders of officers and keeps officers informed of emerging situations.
- Understands that safety comes first.
- Respectful, direct, and professional in verbal communications. Yelling in anger or use of profanity are unprofessional and not permitted.

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- Conducts self in such a manner as to bring respect to the department and the field of firefighting.
- Understands that discrimination based on race, color, religious creed, sex, national origin, gender identity, disability, or sexual orientation is against the law in Massachusetts and against the values of this welcoming and inclusive department.
- Understands that we are here to serve our whole community equitably.

Qualifications/Skills/Experience:

- Must have a valid driver's license.
- Must undergo a criminal background check (CORI).
- Must have a reliable vehicle.
- Ability to work with others in a respectful manner.
- Commitment to following orders in emergency situations.
- Ability to attend 75% of scheduled trainings.
- Ability to understand and quickly follow oral and written instructions.

To Be Attained on the Job:

- Must successfully pass the first responder requirements as stipulated by the state.
- Knowledge of firefighting procedures, fire prevention, automatic sprinklers, rescue techniques, streets, and locations and building construction as required.
- Ability and strength to do prolonged and arduous work under hazardous, adverse emergency conditions.
- Ability to react quickly and calmly to emergency situations.
- Ability to operate heavy motor vehicles with safety.

Compensation:

\$19 per hour. 2 hour minimum for calls, trainings are generally 2 hours but may be more (e.g. infrequent weekend trainings). Candidates understand that this is a volunteer fire department, and compensation is the result of employment status necessary for firefighters to be covered by Town insurance.