



# MEDFORD CITY HALL

85 George P. Hassett Drive  
Medford, MA 02155  
Phone: 781-475-5640  
Fax: 781-393-2514

Breanna Lungo-Koehn  
Mayor

## EMPLOYMENT APPLICATION

The City of Medford is an Equal Opportunity/Affirmative Action Employer committed to workforce diversity. The City of Medford does not discriminate on the basis of race, color, national or ethnic origin, age, religion, disability, sex or gender, sexual orientation, gender identity or expression, including a transgender identity, genetics, or veteran status.

### PERSONAL DATA

Please type or print all answers

Name: \_\_\_\_\_  
First MI Last

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

Telephone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Home Business Cell Phone

E-Mail Address: \_\_\_\_\_

Referred by (individual, internet source, other): \_\_\_\_\_

Position(s) Desired:

1. \_\_\_\_\_

2. \_\_\_\_\_

Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Contract \_\_\_\_\_

Date available to start: \_\_\_\_\_ Salary Requirement: \_\_\_\_\_

# MEDFORD CITY HALL

85 George P. Hassett Drive  
 Medford, MA 02155  
 Phone: 781-475-5640 Fax:781-393-2514

## EDUCATION

Name of School	City & State	Circle Last Year Completed	Years Credit	Diploma Received		Degree Earned BA, BS, etc.	Course of Study
				Yes	No		
High School or G.E.D.		1 2 3 4					
Business or Trade School		1 2 3 4					
College or University		1 2 3 4					
Graduate Study		1 2 3 4					
Post Graduate Study		1 2 3 4					

A copy of your certificate, diploma, or degree is required.

Honors Received: \_\_\_\_\_

Additional Courses: \_\_\_\_\_

Do you have any specialized training and/or licenses/certificates? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list below:

Massachusetts professional or trade licenses held:

Type: \_\_\_\_\_ No. \_\_\_\_\_ Date Issued: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Type: \_\_\_\_\_ No. \_\_\_\_\_ Date Issued: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

# MEDFORD CITY HALL

85 George P. Hassett Drive  
Medford, MA 02155  
Phone: 781-475-5640 Fax:781-393-2514

## SKILLS

If you are applying for any position (s) that may require computer knowledge, please list the programs, software, and computer systems that you are proficient in.

---

---

---

## GENERAL INFORMATION

Are you related to anyone currently working for the City of Medford?  Yes  No

If yes, to whom:      1. \_\_\_\_\_ Relationship: \_\_\_\_\_  
                                 2. \_\_\_\_\_ Relationship: \_\_\_\_\_

Have you ever worked or attended school under a name other than the one indicated above?  
 Yes  No

If yes, please indicate name: \_\_\_\_\_

Have you filed an application with the City of Medford within the last 6 months?  Yes  No

Have you ever been employed with the City of Medford before?  Yes  No

If yes, give date \_\_\_\_\_ Job Title \_\_\_\_\_

Are you age 18 or over?  Yes  No

Are you at least 16 years of age?  Yes  No

Are you a citizen of the United States?  Yes  No

If no, do you have the legal right to work in the U.S.?  Yes  No

Have you ever been convicted of a felony?  Yes  No

If yes, please explain? \_\_\_\_\_

# MEDFORD CITY HALL

85 George P. Hassett Drive  
Medford, MA 02155  
Phone: 781-475-5640 Fax:781-393-2514

---

**In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.**

**DO NOT SUBMIT ANY DOCUMENTATION OF YOUR EMPLOYMENT STATUS WITH THIS APPLICATION, OR IN ANY OTHER WAY, UNTIL ASKED TO DO SO BY THE CITY OF MEDFORD.**

## EMPLOYMENT HISTORY

Please list your employment history over the last ten years, starting with your most recent or current employer including names of supervisors, and salary. You may include military service, and any verifiable work performed on a volunteer basis. You may attach a resume in addition to filling out this section of the application. Any gaps in employment may be briefly explained on a separate sheet of paper.

Employer: _____	Address: _____	Telephone: _____
Job Title: _____	Supervisor: _____	
Dates Employed	From: _____	To: _____
Work Performed: _____		
Reason for Leaving: _____		
Employer: _____	Address: _____	Telephone: _____
Job Title: _____	Supervisor: _____	
Dates Employed	From: _____	To: _____
Work Performed: _____		
Reason for Leaving: _____		

# MEDFORD CITY HALL

85 George P. Hassett Drive  
Medford, MA 02155  
Phone: 781-475-5640 Fax:781-393-2514

Employer: _____	Address: _____	Telephone: _____
Job Title: _____	Supervisor: _____	
Dates Employed	From: _____	To: _____
Work Performed: _____		
Reason for Leaving: _____		

May we contact your present and former employers?      Yes \_\_\_\_\_      No \_\_\_\_\_

Have you ever been discharged for cause by a previous employer or resigned after having been told that your performance was unsatisfactory?      Yes \_\_\_\_\_      No \_\_\_\_\_  
If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
Please describe any relevant personal or professional experience which you consider of value and which may assist The City of Medford in considering your application for employment. *You may include verifiable volunteer experience.*

## REFERENCES

Please do not include names of relatives

Please provide (3) three professional references who can comment on your work performance.

Name	Address	Occupation	Telephone Number

# MEDFORD CITY HALL

85 George P. Hassett Drive  
Medford, MA 02155  
Phone: 781-475-5640 Fax:781-393-2514

1. All of the information that I have provided on this application is accurate to the best of my knowledge. I authorize the City of Medford to make any inquires to determine my suitability for employment. In signing this application, I understand that my previous and present employers may be asked for information relative to my employment record with them. I hereby release from all liability or damage the City of Medford and its employees and agents, and those individuals who provide such information. I agree that any false statements made by me or my failure to answer any applicable questions on the application accurately (e.g., misrepresentations of prior employment, education, or training) will be sufficient cause for my release from employment. I understand that if employed, my continued employment will be subject to periodic performance evaluations.

2. In connection with this employment application, the City of Medford may request that you agree to the release to the City of Medford of a criminal offender information report, a consumer credit report, and/or an investigative credit report. In such an event the City of Medford will provide you with a separate notice and appropriate authorization for disclosure forms.

3. The City of Medford's receipt of this application does not imply that the applicant will be employed. The City of Medford may conduct reference checks and confirm your employment record prior to extending an offer of employment. Alternately, such an offer may be made contingent upon receipt of satisfactory results of such inquiries.

4. Subsequent to the job offer, the City of Medford may require a pre-placement medical examination to ensure your ability to perform the essential functions of the position with or without reasonable accommodations.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND PARAGRAPHS  
NUMBERED 1 THROUGH 4 ABOVE AND I HEREBY AGREE AND CONSENT TO SUCH  
REQUESTS FOR INFORMATION AND OTHER ACTIONS WHICH THE CITY OF  
MEDFORD MAY TAKE AS DESCRIBED HERIN.

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

\_\_\_\_\_  
Date

### For the Human Resources Department's Use Only

Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_