



William Bagley, Jr.
Director

CITY OF WORCESTER HUMAN RESOURCES DEPARTMENT

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Worcester, Massachusetts 01608
Phone: (508) 799-1030 Fax: (508) 799-1040

City of Worcester Employment Application Questionnaire

Please read before completing the following application:

The city of Worcester does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, gender, sexual orientation, ancestry, age, disability, genetic information, military status or status as a disabled Vietnam era veteran, except where age or sex is a bonafide occupational qualification as allowed by the Civil Rights Act of 1964. No question on this employment application is intended to secure information to be used for such discrimination. This employment application will be given every consideration, but its receipt does not imply that the applicant will be employed.

Fields marked with an asterisk (*) are required.

*Job Title: _____

*Department/Division: _____

*Name (Last, First M.I.): _____

*Address: _____

*City/Town: _____ *State: _____ *Zip Code: _____

*Contact Number: _____

*Email: _____

*Highest Degree Earned? ☐ None ☐ GED ☐ High School ☐ Associates ☐ Bachelors ☐ Masters ☐ Doctorate

*Are you over 18 years of age? ☐ Yes ☐ No

*Were you ever dismissed from a job? ☐ Yes ☐ No

If yes, please give details:

*Have you ever been employed by the City of Worcester? ☐ Yes ☐ No

If yes, which department? _____

*Pursuant to M.G.L. Chapter 268A, please indicate if you have any immediate family members employed by the City of Worcester: ☐ Yes ☐ No

If yes, please name them: _____

*Are you legally authorized to work in the US? ☐ Yes ☐ No

***Please be sure to include your cover letter and resume when mailing this Application Questionnaire, unless stated otherwise in the job description.**

I understand that any offer of employment is conditioned upon the satisfactory completion of the verification process as required by the Immigration Reform and Control Act of 1986, and that the City will only hire those individuals who are legally authorized to work in the United States and who present acceptable proof of their lawful employment status and identity.

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 liabilities.

THE CITY OF WORCESTER IS AN EQUAL OPPORTUNITY EMPLOYER

CERTIFICATION

I certify under the pains and penalty of perjury that all statements made by me on this application (and accompanying resume, and other documents, if any) are true and complete to the best of my knowledge and that I have withheld nothing, which, if disclosed, would affect application unfavorably. I understand that any false statements or material omission of fact on the application (and accompanying resume and other documents, if any) shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I understand that receipt of this application and the granting of an interview does not imply that I will be employed.

I understand that, if offered employment, I may be subject to a drug test and a pre-placement physical by the City's physician.

I understand that unless I attain permanent status, pursuant to MGL Chapter 31, or I am subject to a just cause provision of a collective bargaining agreement, my employment will be at-will, which means that both the City of Worcester or I are free to terminate the employment relationship at any time for any non-statutorily prohibited reason or for no reason at all, with or without notice.

I hereby acknowledge that I have read in full and understand the above statements and conditions of employment.

Applicant Signature

Date



Voluntary Self-Identification Form

This information is used to measure the effectiveness of our affirmative action efforts and equal employment opportunity reporting requirements. All information provided is considered confidential and kept separate from application and employment/personnel records

The City of Worcester is proud to be an Equal Employment Opportunity and Affirmative Action employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on age, color, gender identity/expression, marital status, national origin, genetic information, race, religion, creed, sex (including pregnancy, childbirth, reproductive health decisions, or related medical conditions), sexual orientation, mental or physical disability, political belief/affiliation, military/veteran status, or other applicable characteristics legally protected from discrimination under state or federal law - unless there is a bona fide occupational qualification exception allowed by the Civil Rights Act of 1964. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements.

Submission of this information is voluntary, and refusal to provide it will not subject you to any adverse treatment.

Department:	Job Title:
Date:	

Gender Identity	Disability Status	Veteran Status
<input type="checkbox"/> Female	<input type="checkbox"/> Yes, I have a disability	<input type="checkbox"/> I am Not a Protected Veteran
<input type="checkbox"/> Male	<input type="checkbox"/> No, I do not have a disability	<input type="checkbox"/> I Am a Protected Veteran
<input type="checkbox"/> Non-Binary	<input type="checkbox"/> I choose not to self-identify	<input type="checkbox"/> I choose not to self-identity
<input type="checkbox"/> I choose not to self-identity		

EEOC Race/Ethnic Identification Categories The options provided reflect the categories listed in the EEOC Identification Categories.	If you choose not to self-identify your race/ethnicity at this time, the federal government requires us to determine this information by visual survey and/or other available information.
<input type="checkbox"/> American Indian or Alaskan Native (not Hispanic or Latino)	A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
<input type="checkbox"/> Asian (not Hispanic or Latino)	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> Black or African American (not Hispanic or Latino)	A person having origins in any of the black racial groups of Africa
<input type="checkbox"/> Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
<input type="checkbox"/> Native Hawaiian or other Pacific Islander (not Hispanic or Latino)	A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/> White or Caucasian (not Hispanic or Latino)	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
<input type="checkbox"/> Two or more Races	All persons who identify with more than one of the above.
<input type="checkbox"/> I choose not to self-identify	All persons not wishing to self-identify race and/or ethnicity.

PLEASE RETURN TO THE OFFICE OF HUMAN RESOURCES, CITY HALL, ROOM 109-ATTENTION EQUAL
EMPLOYMENT OPPORTUNITY OFFICER EEOAA@WORCESTERMA.GOV