

APPLICATION FOR EMPLOYMENT

Barnstable County Retirement Association, Massachusetts

Thank you for your interest in employment with Barnstable County Retirement Association (BCRA). BCRA is an Equal Opportunity/Affirmative Action Employer. We assure you that your opportunity for employment with BCRA 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 BCRA accepts applications for advertised positions only. Applications must be returned to the emailed by the advertised deadline for consideration.

INSTRUCTIONS: Each question should be fully and accurately answered. Please complete the form and email it along with a cover letter and resume to sholmes@barnstablecountyretirement.org:

Barnstable County Retirement Association
Executive Director
750 Attucks Lane
Hyannis, MA 02601

GENERAL

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

Referral source:

☐ BCRA website ☐ Online Ad ☐ BCRA Employee ☐ Relative ☐ Employment Agency
☐ PERAC website ☐ Walk-in ☐ Other _____

Name of source (if applicable): _____

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

PERSONAL

Name: (first) _____ (middle) _____ (last) _____

Address: (Street) _____

Mailing: (if different) _____

City: _____

State: _____

Zip: _____

Phone: Home _____ Cell _____ Email: _____

Are you age 18 or older? Yes No

Have you worked in the Public Sector ? Yes No

If yes: System: _____

Dates of service: From: _____ To: _____ mm/dd/yyyy)

Were you in the U.S. Armed Forces? Yes No

If yes, which branch? _____

Dates of service: From: _____ To: _____ (mm/dd/yyyy)

PRESENT AND PRIOR EMPLOYMENT

Please list below employers in consecutive order with present or most recent employer listed FIRST. Account for all periods of time between employment.

A resume must be attached but DO NOT refer to the resume when completing all sections of this application. Use additional sheets if necessary.

MOST RECENT EMPLOYMENT

EMPLOYER

Name: _____

May we contact this employer? Yes ☐ No ☐

Street Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Type of Business: _____

Supervisor: _____

POSITION

Title: _____

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

Description of Duties: _____

Reasons for leaving or seeking other employment: _____

PREVIOUS EMPLOYMENT

EMPLOYER

Name: _____

May we contact this employer? Yes ☐ No ☐

Street Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Type of Business: _____

Supervisor: _____

POSITION

Title: _____

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

Description of Duties: _____

Reasons for leaving or seeking other employment: _____

PREVIOUS EMPLOYMENT

EMPLOYER

Name: _____

May we contact this employer? Yes ☐ No ☐

Street Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Type of Business: _____

Supervisor: _____

POSITION

Title: _____

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

Description of Duties: _____

Reasons for leaving or seeking other employment: _____

PREVIOUS EMPLOYMENT

EMPLOYER

Name: _____

May we contact this employer? Yes ☐ No ☐

Street Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Type of Business: _____

Supervisor: _____

POSITION

Title: _____

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

Description of Duties: _____

Reasons for leaving or seeking other employment: _____

Have you ever been terminated or asked to resign from any position? Yes ☐ No ☐

If yes, which position? _____

Explain: _____

SPECIAL SKILLS, APTITUDES, AND OTHER QUALIFICATIONS

Do you have experience with the following software?

Word Processing: Yes ☐ No ☐ Retirement System (i.e. PTG): Yes ☐ No ☐

Spreadsheets: Yes ☐ No ☐

Database: Yes ☐ No ☐

Driver's license #: _____ State: _____

Expires: _____ (mm/dd/yyyy) Class: _____

Special qualifications and skills (licenses or certificates, memberships in *professional* organizations, etc.)

EDUCATION

Graduated?

High School

Name: _____ Yes ☐ No ☐

Address: _____

Vocational School

Name: _____ Yes ☐ No ☐

Address: _____

Major (s): _____

Degree: _____

Undergraduate College

Name: _____ Yes ☐ No ☐

Address: _____

Major (s): _____

Degree: _____

Graduate College

Name: _____ Yes ☐ No ☐

Address: _____

Major (s): _____

Degree: _____

Additional education and/or vocational, technical or military training:

REFERENCES

Please provide three (3) PROFESSIONAL references. References should be former supervisors who can comment on your past job performance. You will be notified before references are contacted.

	Name and occupation	Name of Organization	Phone
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____

OTHER INFORMATION

Are you able to provide documented proof of U.S. citizenship or valid work permit as required upon employment to work in the United States? Yes No

Please review the functions of the position as outlined in the job description. Are you able to perform all of the essential duties of the position for which you are applying? Yes No

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 Barnstable County Retirement Association (BCRA) 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 of those 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 BCRA 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 BCRA follows an "employment at will" policy and nothing in this employment application, in the BCRA's statements of personnel guidelines or in my communication with any BCRA employee or official is intended to create an employment contract between BCRA and me. I understand that the employment is not guaranteed for a definite period of time.

If employed by the Barnstable County Retirement Association, 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, that I may be subject to drug and/or alcohol testing, that BCRA may require a Criminal Offense Record Inquiry (CORI check) and/or Sex Offender Registry Information (SORI Check) on me, investigate my driving record or verify my license(s) or certification(s) as required for employment at any time during my employment. As a condition of employment an employee may be required to provide additional or updated information in order to allow us to have the necessary information for making a proper decision or reasonable accommodations, if necessary.

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: _____