

Town of Acton
Application for Senior Work Program

Return Completed Application To:

Human Resources
472 Main Street
Acton, MA 01720
978-929-6613

The Town of Acton is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

Name: Last First Middle Date: _____

Address: – Street City State Zip Code

E-mail Address Telephone Cell

1. What hours are you available for work? *(Check all that apply)*

Mornings Afternoons Evenings

2. What days of the week are you available for work? *(Check all that apply)*

Monday Tuesday Wednesday Thursday Friday Sat/Sun

3. List months that you are not available. _____

4. Are you legally eligible for employment in this country? Yes No

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

5. What general type of work are you interested in performing?

Office/Administrative Physical Labor/Skilled Maintenance Other

6. Please identify your skills knowledge and abilities. *(Check all that apply)*

<input type="checkbox"/> Clerical	<input type="checkbox"/> Word Processing	<input type="checkbox"/> Painting
<input type="checkbox"/> Secretarial	<input type="checkbox"/> Spreadsheets	<input type="checkbox"/> Carpentry
<input type="checkbox"/> Reception/Telephone	<input type="checkbox"/> Data Entry	<input type="checkbox"/> Mechanics
<input type="checkbox"/> Administration/Management	<input type="checkbox"/> Accounting	<input type="checkbox"/> Driving
<input type="checkbox"/> Research	<input type="checkbox"/> Gardening/Grounds Maintenance	<input type="checkbox"/> Other _____
<input type="checkbox"/> Computers	<input type="checkbox"/> Building Maintenance	_____

7. This program can provide an income opportunity of up to \$1,260 per year through employment with the town. This income can be applied toward property taxes. Participants will be selected based on the date of their application, employable skills, and their financial need. Please describe your financial need below: _____

(Please continue on back of form if necessary.)

Signature