Town of Acton
Application for Senior Work Program
Return Completed Application To:
Human Resources
472 Main Street
Acton, MA 01720
HR@actonma.gov
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.

Date: _____

Name: Last   First   Middle

Address: – Street   City   State   Zip Code

E-mail Address   Primary Phone Number

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*)

☐ Clerical	☐ Word Processing	☐ Painting
☐ Secretarial	☐ Spreadsheets	☐ Carpentry
☐ Reception/Telephone	☐ Data Entry	☐ Mechanics
☐ Administration/Management	☐ Accounting	☐ Driving
☐ Research	☐ Gardening/Grounds Maintenance	☐ Other_____
☐ Computers	☐ Building Maintenance	

This program can provide an income opportunity of up to $1725 per year by earning $15.00 per hour. Senior Workers are able to work up to 115 hours per fiscal year.