

ADA Self-Evaluation and Transition Plan

Introduction

The ADA Self Access Evaluation is “a detailed assessment of the recreation department and conservation commission [that]... includes a site-by-site inventory of all recreation and conservation areas and buildings, programs or services and a transition plan if any changes are necessary to make these public facilities, programs, or services accessible. The Assessment should ensure compliance with Federal anti-discrimination regulations under the Americans with Disabilities Act of 1990, as Amended (“ADA”).¹

The requirements of the ADA are administered in Massachusetts by the Architectural Access Board (“AAB”), as set forth in the Code of Massachusetts Regulations.² The purpose of the ADA requirements is to “seek to create or adapt sites, buildings and facilities so that they can be approached, entered, and used by persons with disabilities.” For the purpose of an OSRP, public recreational and conservation facilities must be evaluated for compliance with the ADA in accordance with the Code of Massachusetts Regulations. It should be noted, however, that the DCS Workbook emphasizes the creation of an accessible system of facilities rather than an inventory of facilities in which every site is fully accessible.

¹ ADA

² 521 CMR 19:00

Part I: Administrative Requirements

1. Designation of an ADA Coordinator

The ADA Coordinator for the Town of Westwood is its Town Administrator:

Michael Jaillet
580 High Street
Westwood, MA 02090
781-326-4172
mjaillet@townhall.westwood.ma.us

The following letter signed by Michael F. Walsh, Chairman of the Board of Selectmen, officially designates Michael Jaillet as the ADA Coordinator: A letter from Michael Jaillet certifying the Town's nondiscrimination policy also follows.

INSERT OFFICAL DESIGNATION LETTER

Insert letter from Michael Jaillet

2. Grievance Procedures

The following ADA Compliance Policy is in place for the public to follow in the event that a complaint must be made in connection with accessibility of conservation or recreation facilities:

EQUAL ACCESS TO FACILITIES AND ACTIVITIES

Maximum opportunity will be made available to receive citizen comments, complaints, and/or to resolve grievances or inquiries.

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). This may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provisions of services, activities, programs, or benefits by the Town of Westwood.

The Town of Westwood's Personnel Policy governs employment-related complains of disability discrimination. The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request. The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to: "The Office of the Town Administrator, 580 High Street, Westwood, Massachusetts, 02091."

Within 15 calendar days after receipt of the complaint, the Town Administrator or his/her designee will meet with the complainant to discuss the complaint and the possible resolution.

Within 15 calendar days of the meeting, the Town Administrator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Town of Westwood and offer options for substantive resolution of the complaint.

If the response by the Town Administrator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Town Counsel or his/her designee.

Within 15 calendar days after receipt of the appeal, Town Counsel or his/her designee will meet with the complainant to discuss the complaint and possible resolution.

Within 15 calendar days after the meeting, Town Counsel or his/her designee will respond in writing, and where, appropriate, in a format accessible to the complainant, with a final resolution of the complaint. All written complaints received by the Town Administrator or his/her designee, appeals to the Town Administrator or his/her designee, and responses from these two offices will be retained by the Town of Westwood for at least three years.

3. Public Notification Requirements

3.0 EQUAL EMPLOYMENT OPPORTUNITY

3-1. EQUAL EMPLOYMENT OPPORTUNITY POLICY AND AFFIRMATIVE ACTION PROGRAM The Town of Westwood commits itself to the principles and practices of equal employment opportunity, in compliance with Titles VI and VII of the Civil Rights Act of 1964; Executive Order No. 227 as amended; MGL Chapter 151B; and all other applicable Federal and State laws and regulations. The Town of Westwood, recognizing the right of an individual to work and to advance on the basis of merit, ability, and potential without regard to race, gender, sexual orientation, color, disability, religion, national origin, national ancestry, or age, resolves to take affirmative action measures to ensure equal opportunity in the areas of hiring, promotion, demotion or transfer, recruitment, layoff or termination, rate of compensation, training programs, and all terms and conditions of employment. The Town of Westwood shall strive to eliminate any systemic discrimination that may be pervasive throughout the place of employment, or throughout the personnel program that could adversely affect the Town's goals relative to equal employment opportunity. It is intended that the affirmative action plan of the Town shall constitute a formalization of philosophy and practice sufficient to guarantee equality for all persons employed by or seeking employment with the Town of Westwood, and shall serve as a firm statement of public policy endorsed by the highest levels of Town Government.

3-2. STRUCTURE TRUCTUREAND IMPLEMENTATION The Town Administrator shall annually appoint an Affirmative Action Officer. In the absence of such appointment, said position shall be filled by the Town Administrator.

3-3. THE AFFIRMATIVE ACTION OFFICER SHALL: (A) Be responsible for the development and implementation of policies, procedures, guidelines, and regulations for the Town to ensure that the Town employment process operates in compliance with Titles VI and VII of the Civil Rights Act of 1964 and all subsequent amendments, relevant State laws, and Municipal policy; and (B) Monitor hiring practices and appointments of all Town departments and agencies of Town Government for compliance with federal and state law as cited above.

3-4. COMPLAINT PROCEEDINGS Any written complaint alleging violation of the procedural terms and intent of this section shall be processed in accordance with the provisions of the Affirmative Action Program, except that complaints of discriminatory treatment on the basis of a disability should be referred to the Affirmative Action Officer.

Public Notification Notices are posted in Town Hall indicating that the Town of Westwood does not discriminate on the basis of disability. The Town's standard employment application includes a non-discrimination statement (see attached) and is posted on the Town's web site.

4. Participation of Individuals with Disabilities or Organizations Representing the Disabled Community

Achieved through the survey of residents' opinions and preferences and input from Committee on Disabilities

Part II: Program Accessibility

The DCS Workbook calls for an inventory and a future transition plan that includes the buildings, recreation facilities and equipment (swimming areas, tot lots, etc), programs, and services under the jurisdiction of the Conservation Commission or Recreation Department, including lessees or concessionaires. The inventory is an analysis of the existing conditions at conservation and recreation sites for compliance with the AAB regulations, while the transition plan identifies a path towards improved accessibility and ADA compliance.

Facility Inventory:

There are seven sites in the Town of Westwood that are under the jurisdiction of the Conservation Commission or Recreation Department and include the requisite facilities to require study for ADA compliance. All seven are under the jurisdiction of the Recreation Department. The sites offer a variety of opportunities for public use, however, their most frequently-reviewed facilities were fields or playground equipment with associated parking, paths, picnic areas, and restrooms.

1. Recreation Facilities

Recreation facilities in Westwood include beach areas, picnic sites, trails, tot lots, and playing fields and courts. The facilities were reviewed for their proximity to accessible paths and their compliance with accessibility requirements set forth by the AAB. Common requirements include accessible dimensions and features on equipment, proper signage including for the visually impaired, and accompanying programs and services that provide opportunities to the disabled community.

2. Parking

Any public recreation or conservation site with designated off-street parking shall comply with the parking and passenger loading zone provisions set forth in 521 CMR 23.00 (“the Parking Requirements”). The Parking Requirements set forth a minimum number of accessible spaces that must be provided according to the number of total spaces available in the lot, as follows:

Total Spaces In Lot	Required Minimum Number of Accessible Spaces
15-25	1
26-50	2
51-75	3
76-100	4
101-150	5
151-200	6
201-300	7
301-400	8
401-500	9
501-1,000	2% of total
1,001+	20 plus 1 for each 100 over 1000

Source: 521 CMR 23.2.1

Furthermore, one in every eight accessible spaces, but not less than one space, shall be van accessible.³ Van accessible spaces must provide a minimum vertical clearance of eight feet, two inches at the parking space and along at least one vehicle access route to such spaces from site entrances and exits. The space shall also have a minimum dimensions of eight feet in width as well as an eight foot wide adjacent access aisle, and be marked by a sign designating it as “Van Accessible”.⁴ Alternatively, the van requirement may be satisfied by having all handicapped spaces eleven or more feet wide.⁵

3. Ramps

For the purposes of ADA compliance, any part of an accessible route with a slope greater than 5% shall be considered a ramp.⁶ Ramp designation triggers slope, rise, width, and landing requirements as well as gripping requirements on rails and surfaces. Site Access, Path of Travel and Entrances.

Any accessible route shall provide a continuous unobstructed path connecting accessible spaces and elements inside and outside a facility.⁷ The route must adhere to width, turning radius, passing space, and slope requirements. Furthermore, an accessible route may also be designated as a walkway, giving rise to further requirements set forth in 521 CMR 22:00.

4. Rest Rooms

None of the facilities include permanent public toilet rooms. However, most of the sites provide at least one portable toilet.

5. Picnicking

Picnic areas are regulated under recreational facilities in 521 CMR 19.6. The regulations require that picnic facilities be accessible from an accessible route that is paved or hard packed.⁸ Additionally, 5% of tables provided at a site shall comply with 521 CMR 19.5.2, which sets forth dimensional requirements for accessible tables. By and large, the picnic facilities at Westwood recreation sites do not comply with the requirements.

The following Facility Inventory is a comprehensive accessibility evaluation of all under the jurisdiction of the Recreation Department with public facilities:

³ 521 CMR 23.2.2

⁴ 521 CMR 23.4.7

⁵ 521 CMR 23.4.7

⁶ 521 CMR 24:00

⁷ 521 CMR 20.1

⁸ 521 CMR 19.6.1

Lowell Woods

Address: Sandy Valley Road

Parcel Nos.: 10-52,53,55,56,57,58,59; 11-01,04; 15-15,28; 16-437

Acreage: 290+ (Including Grimm, Sandy Valley, Mulvehill and Shuttleworth)

Facilities: Parking area, signage, trails

This area has a gravel cul-de-sac at the end of Sandy Valley Road. There is no formal parking area. Miles of marked trails but no handicapped accessibility.



Lowell Woods		
ACTIVITY	EQUIPMENT	Notes
Trails		The majority of trails are made of gravel surfaces. Minor grading maintenance is needed to smooth the transition between gravel and pavement at entrances and exits
		The trails vary in width from 3 to 6 feet
		There is no signage for the visually impaired at or along trails
PARKING		
Total Spaces	~5-7	unmarked
Required Accessible Spaces:	1	
Existing Accessible Spaces:	0	
Access:	Parking is located at the end of the dirt road, Sandy Valley Lane.	
Signage	There is a signage kiosk with information about the trails.	
	There are no signs with the international symbol of accessibility to indicate location of handicapped spaces	
Surface	The surface is gravel	
PATH OF TRAVEL		
	The path of travel does not require the use of stairs	
	The trails are natural	

Morrison Field

Address: 300 Washington Street

Parcel No.: 23-215-0T

Acreage: 3.07 (Includes fires station)

Facilities: Parking lot, signage, concessions, fields, courts, paths, picnicking, and portable toilet facilities.

This facility includes a little league baseball field, a softball field, a basketball court and supporting facilities. The paved parking lot includes the required number of handicapped spaces, but they could be moved closer to the park entrance. Appropriate ramps and a paved sidewalk provide access to the park. Within the park, a hard-packed gravel path passes through the little league facilities and provides access to the basketball court and batting cages. It does not, however, reach the softball field. Overall the facility provides excellent access.



Morrison Field

ACTIVITY	EQUIPMENT	Notes
Picnic Facilities	Tables and Benches	Most tables and benches are located adjacent to accessible paths
		Most tables and benches are located in open spaces
		Tables and benches do not have back and arm rests
		There is adequate accessible seating at the little league field, but not at the softball field
	Trash cans	There are 8 trash cans and 3 recycling cans located adjacent to accessible paths
	Picnic Shelters	There are no picnic shelters at the facility
Picnic areas at the little league field are located near accessible paths, trash cans, and parking		
Trails		The majority of trails are made of gravel surfaces. Minor grading maintenance is needed to smooth the transition between gravel and pavement at entrances and exits
		The trails vary in width from 3 to 6 feet
		There is no signage for the visually impaired at or along trails
Game Area 1: Little League Baseball	Access Routes	The little league field is located adjacent to accessible paths
		Pads are in place for a smooth transition from path to field
	Equipment	Open bleachers over gravel surface provide spectator seating
		Sufficient width and surfaces allow access to equipment areas. A brick-paved area is also available for spectating. Accessible trails lead to training areas (batting cages). Equipment could be stored more carefully so as not to interfere with accessible path. The porta-potty is not accessible.
Game Area 2: Basketball	Access Routes	The basketball court is accessed by gravel trail. Transition from gravel to paved court requires minor grading maintenance
	Equipment	The paved surface inside the court is an adequate condition but beginning to crack. A trash can is accessible on the paved surface and there is adequate room . on the sidelines and baseline for spectators
Game Area 3: Softball	Access Routes	There are no access routes to the facilities or spectator areas
	Equipment	There are bleachers and dugouts, but they are not accessible. There is a porta-potty, but it is not accessible or located on an accessible path

PARKING		
Total Spaces	31	
Required Accessible Spaces:	2	
Existing Accessible Spaces:	2	Includes one van space
Access:	There is a ramp from the handicap spaces to the sidewalk near the playing fields	
Signage	There are no signs to indicate the direction to the field for someone in a wheelchair.	
	There are signs with the international symbol of accessiblilty to indicate location of handicapped spaces	
Surface	The surface is evenly paved and contains proper slopes and curb cuts	
PATH OF TRAVEL		
	The path of travel does not require the use of stairs	
	The path of travel is stable, firm, and slip resistant	
	The path of travel maintains a minimum width of 3 feet	
	The path of travel is a continuous surface	
ENTRANCES		
	Primary entrance lacks signage	
	Primary entrance contains sufficient width and level space	
	All gates contain a minimum of 32" clear opening	
PICNICKING		
	Only 1 picnic table observed met accessibility requirements, and it was located in the softball field away from accessible paths, and also in subpar condition	

School Street Playground

Address: 44 School Street

Parcel No.: 23-082

Acreage: 1.8

Jurisdiction: Recreation Department

Facilities: Parking lot, tot lot, two small softball fields.

The School Street Playground includes a tot lot playground and two small softball fields. The parking lot has six marked spaces, including one handicapped van space, as well as three potential additional spaces that are unmarked but were in use. Inside the tot lot a small picnic shelter covers two picnic tables. Additionally, there are three trash cans, two benches, and a portable toilet. The surface within the tot lot is wood chips, but there is also a small grass area next to the tables. There is no accessible path to provide access within the tot lot or to the rear of the side where the softball fields are located.



School Street Playground

School Street Playground		
ACTIVITY	EQUIPMENT	Notes
Picnic Facilities	Tables and Benches	Two picnic tables, but not adjacent to accessible paths
		Tables covered, benches uncovered
		Benches have backs, but no arm rests. No backs or arm rests on tables
	Trash cans	Three trash cans, no recycling. Not located adjacent to accessible paths.
	Picnic Shelters	The picnic shelter contains two tables
No accessible path to picnic shelter		
Tot Lot	Access Routes	Gate to tot lot is at parking lot next to accessible spaces
		The path within the tot lot is loose gravel
	Equipment	Open bleachers over gravel surface provide spectator seating
		Tot lot equipment is over a woodchip type surface. A grass area is adjacent to the picnic shelter.
Softball Fields		Two small softball fields at the rear of the site - no additional facilities
PARKING		
Total Spaces	6	3 potential unmarked spaces were also observed in use
Required Accessible Spaces:	1	
Existing Accessible Spaces:	1	Van
Access:	There is direct access from the van space to the tot lot	
Signage	There are no signs specifically indicating direction, but the direction is clear	
	There are signs with the international symbol of accessibility to indicate location of handicapped spaces	
Surface	The surface is evenly paved and contains proper slopes and curb cuts	
PATH OF TRAVEL		
	The path of travel does not require the use of stairs	
	The path of travel is loose gravel	
	The path of travel maintains a minimum width of 3 feet	
	The path of travel is not a continuous surface	
ENTRANCES		
	Primary entrance contains enough width and level space	
	All gates contain a minimum of 32" clear opening	

Westwood Lodge

Address: 45 Clapboardtree Street

Parcel No.: 29-123

Acreage: 2.0

Jurisdiction: Private (Currently used by recreation department)

Facilities: Parking lot, multipurpose field

The multipurpose field is part of the Westwood Lodge Hospital property. However, it is currently used by the recreation department. The lodge parking lot that abuts the field is intended to serve the hospital building. While there are no handicapped-designated spaces adjacent to the field, the hospital uses portable handicapped parking signs and could designate a few spaces near the field. There are no other supporting facilities.



Westwood Lodge		
ACTIVITY	EQUIPMENT	Notes
Game Area 1: Multipurpose field	Access Routes	There is no path leading from parking to the field
	Equipment	Open bleachers over gravel surface provide spectator seating
		There are two trash receptacles, but not recycling. There is one portable toilet, but it is not handicapped accessible. There is no seating.
PARKING		
Total Spaces	101	
Required Accessible Spaces:	5	
Existing Accessible Spaces:	4	Two spaces appear capable of accommodating vans but are not signed for such.
Access:	The spaces are located next to the lodge and not next to the field.	
Signage	There are no signs to indicate the direction to the field for someone in a wheelchair.	
	There are signs with the international symbol of accessibility to indicate location of handicapped spaces	
Surface	The surface is evenly paved and contains proper slopes and curb cuts	
PATH OF TRAVEL	N/A	
ENTRANCES		
	Primary entrance lacks signage for the field	
	Primary entrance contains enough width and level space	

Peter White Memorial Field

Address: Pond Street

Parcel No.: 28-078

Acreage: 6.25 (Includes adjacent field for Sheehan school)

Jurisdiction: Recreation Department

Facilities: Baseball field with multipurpose field in outfield

This baseball field is located on the same parcel as, and shares access with, another field associated with Sheehan school. Therefore, it does not have designated parking, but the Sheehan school's parking lot is nearby. While there is no direct path from the parking to the field, there is a concrete sidewalk along Pond Street that passes the outfield.



Peter White Memorial Field

ACTIVITY	EQUIPMENT	Notes
Picnic Facilities	Tables and Benches	Most tables and benches are located adjacent to accessible paths
		Most tables and benches are in open spaces
		Tables and benches do not have back and arm rests
		There is adequate accessible seating at the little league field, but not at the softball field
	Trash cans	There are 8 trash cans and 3 recycling cans located adjacent to accessible paths
	Picnic Shelters	There are no picnic shelters at the facility
Picnic areas at the little league field are located near accessible paths, trash cans, and parking		
Game Area 1: Baseball	Access Routes	The little league field is located adjacent to accessible paths
		There is no pathway to the baseball field
	Equipment	Open bleachers over gravel surface provide spectator seating
		Three sets of bleachers with varying proximity to the field. There is no path to the bleachers. Additional facilities include dugout benches, batting cages, four trash cans (no recycling), and one portable toilet (not handicapped accessible).
PARKING		
Total Spaces	-	No designated parking lot; parking available at adjacent Sheehan school
Required Accessible Spaces:	-	
Existing Accessible Spaces:	-	No handicapped spaces are available near access to the field

Thurston School Multipurpose Fields

Address: Nahatan Street

Parcel No.: 21-347

Acreage: 7.84

Jurisdiction: Recreation Department

Facilities: Multipurpose field space

A few fields located to the rear of the school building on a separate parcel. Although there is no designated parking, a nearby school lot provides access. The handicapped spaces in the lot are located near the school entrance, and not near the field entrance. A paved, accessible path provides access to some of the fields and spectator seating. However, a large gate meant to block vehicular access could impede handicapped access as well.



Thurston School Multipurpose Fields		
ACTIVITY	EQUIPMENT	Notes
Game Area 1: Full size soccer field	Access Routes	A paved, level path provides access from the parking area to the bleachers but may be blocked by a gate at times.
		The path goes near the bleachers, but not into the seating area.
	Equipment	One set of open bleachers provides spectator seating.
		There were two trash cans (no recycling) observed.
		One portable toilet was on site (not handicapped accessible)
Game Area 2: Small soccer fields	Access Routes	There is no access route to the fields
	Equipment	One set of open bleachers provides spectator seating. Two trash cans and zero recycling cans were observed
PARKING		
Total Spaces	45	
Required Accessible Spaces:	2	
Existing Accessible Spaces:	5	Spaces each have varying ability to accommodate van
Access:	Although the lot is for the school, it is located adjacent to the fields and the path. Three of the handicapped spaces are located near the path	
Signage	There are no signs to indicate the direction to the field for someone in a wheelchair.	
	There are signs with the international symbol of accessibility to indicate location of handicapped spaces	
Surface	The surface is evenly paved and contains proper slopes and curb cuts	

High School Multipurpose Field

Address: Nahatan Street

Parcel No.: 21-346

Acreage: 6.44

Jurisdiction: Recreation Department

Facilities: Multipurpose turf field, accessible path, bleachers, basketball court, batting cages

This field located to the rear of the high school parking lot provides multiple recreation opportunities and a paved path that provides access to, or near to, all of them. There is no designated parking lot, but the high school parking lot provides abundant parking with a direct accessible route. However, there are no handicapped spaces near access to the field.



High School Multipurpose Field		
ACTIVITY	EQUIPMENT	Notes
Game Area: Multipurpose field	Field; team benches; spectator seating	Four sets of bleachers all located on accessible path
		Sufficient width and surfaces allow access to equipment areas. The path surrounds the entire field and provides access for spectators at the bleachers and also to team benches. Six trash receptacles and one recycling receptible were observed.
Game Area 2: Basketball Court; practice cage	Batting/other practice cage; basketball court	The accessible path passes by the court and practice areas. There is a portable toilet in the vicinity, but it is not handicapped accessible.
PARKING		
Total Spaces	-	There is no dedicated parking, but the school's lot is adjacent and provides access to the accessible path to these facilities
Required Accessible Spaces:	-	There are no handicapped spaces in proximity to facilities.
Existing Accessible Spaces:	-	
Signage	There are no signs to indicate the direction to the field for someone in a wheelchair.	
	There are signs with the international symbol of accessibility to indicate location of handicapped spaces	
Surface	The surface is evenly paved and contains proper slopes and curb cuts	
PATH OF TRAVEL		
	The path of travel does not require the use of stairs	
	The path of travel is stable, firm, and slip resistant	
	The path of travel maintains a minimum width of 3 feet	
	The path of travel is a continuous surface	
ENTRANCES		
	Signage does not indicate recreation dept vs school jurisdiction at the field	
	Primary entrance contains enough width and level space	

Community Tot Lot

Address: 60 Nahatan Street

Parcel No.: 21-349

Acreage: 2.29

Jurisdiction: Recreation Department

Facilities: Tot lot only

The Community Tot Lot is located on the same parcel as the Council of Aging building. IT does not have its own parking lot, but parking is available at the Council of Aging building. There is also a concrete sidewalk from Nahatan Street to Thurston middle school that provides access. However, the groundcover within the tot lot is wood chips.



Community Tot Lot

ACTIVITY	EQUIPMENT	Notes
Tot Lot	Access Routes	The tot lot is accessed by a concrete sidewalk
		The transition from sidewalk to gate is gravel
	Equipment	Playground equipment and a bench are located on a wood chip surface
		Two trash cans, no recycling, and one bench were observed. The bench has a back but no arm rests
PARKING		
Total Spaces	-	There are no dedicated parking spaces, but parking is available at the adjacent senior center
Required Accessible Spaces:	-	
Existing Accessible Spaces:	-	
Signage		There are no signs to indicate the direction to the facilities for someone in a wheelchair, though the direction is clear
		There are signs with the international symbol of accessibility to indicate location of handicapped spaces
PATH OF TRAVEL		
		There is no path of travel within the tot lot
ENTRANCES		
		There are gated entrances on two sides of the tot lot
		Primary entrance contains sufficient width and level space
		All gates contain a minimum of 32" clear opening

TOWN OF WESTWOOD
COMMONWEALTH OF MASSACHUSETTS
HUMAN RESOURCES DEPARTMENT



APPLICATION FOR EMPLOYMENT

The Town of Westwood considers applicants for all positions without regard to race, color, religion, creed, gender, sexual orientation or gender identity, genetic information, national origin, age, disability, marital or veteran status, or any other legally protected status.

Date _____

PERSONAL INFORMATION:

Last Name	First Name	Middle Name		
Address	Number and Street	City/Town	State	Zip Code
Home Phone	Cell Phone	Email:		
()	()			

Position(s) applied for: _____

Full Time Part-time* Temporary* *Specify Number of Hours/Week: _____

Date you are available to start: _____

How did you learn of this position?

Friend/Relative/Employee Newspaper/Journal Website Other _____

Have you ever been employed by the Town of Westwood? _____ Yes No

If "Yes", when and in what capacity? _____

If "Yes", reason for leaving? _____