

# Town of Falmouth Job Application Instructions

Thank you for choosing to apply for a job with the Town of Falmouth! Please refer to this guide for help with completing your application. Contact the [Human Resources Department](#) if you need further assistance.

View the current list of job openings by clicking on the Current Job Openings link.

Home › Departments › General Government › Human Resources › Employment/Current Job Openings

## Employment Opportunities

### Current Job Openings

Welcome, and thank you for your interest in employment with the Town of Falmouth.

To view and apply for open positions, please visit our current [Job Openings](#). Please read our [instructions](#) containing helpful tips for completing the application, and please do not hesitate to contact the Falmouth HR team at 508-495-7330 or [faljobs@falmouthma.gov](mailto:faljobs@falmouthma.gov) with any questions.

Please note that all applicants are encouraged to upload a cover letter and current resume to the application portal.

The Town of Falmouth is proud to be an EEO/AA employer. Applicants must have the ability to effectively work and interact with individuals and groups of various abilities, cultures, backgrounds, and identities.

### FAQs

- [What is the minimum age eligible to work for the Town of Falmouth?](#)
- [Can I attach a resume and cover letter to my application?](#)

Select your preferred job.

Applicant Access Sign In

## Employment opportunities

What do you want to do?  [Filter](#)

- LOCAL INSPECTOR**  
Posting start & end date  
02/05/2025 - 02/24/2025 EXTERNAL
- RECORDING SECRETARY - RECREATION COMMITTEE**  
Posting start & end date  
02/04/2025 - 02/21/2025 EXTERNAL
- RECORDING SECRETARY - BOARD OF HEALTH**  
Posting start & end date  
02/04/2025 - 02/21/2025 EXTERNAL

Select a job to get started

# Town of Falmouth Job Application Instructions

Click Apply.

The screenshot shows the 'Applicant Access' portal. At the top, there's a search bar with the text 'What do you want to do?' and a search icon. Below the search bar, there are three job listings on the left and a detailed view of the 'RECORDING SECRETARY - RECREATION COMMITTEE' on the right. The 'Apply' button for this job is highlighted with a green box.

**LOCAL INSPECTOR**  
Posting start & end date: 02/05/2025 - 02/24/2025  
EXTERNAL

**RECORDING SECRETARY - RECREATION COMMITTEE**  
Posting start & end date: 02/04/2025 - 02/21/2025  
EXTERNAL

**RECORDING SECRETARY - BOARD**

**RECORDING SECRETARY - RECREATION COMMITTEE**  
Posting start & end date: 02/04/2025 - 02/21/2025

Code	Type	Job Family
32 1	EXTERNAL	CUSTOMER SERVICE
Job Class	Location	Group
RECORDING SECRETARY	HUMAN RESOURCES	REGULAR PT

**Position Description**  
The Town of Falmouth seeks a civic-minded individual to record minutes of the meetings of the Recreation

If it is your first time applying for a job through the Town of Falmouth's updated website, click **Create an account** and follow the prompts to provide your name and create a password.

If you already have an account, sign in by entering your **email address**.

The screenshot shows the sign-in page for the Town of Falmouth. At the top, there's a logo of a town with buildings. Below the logo, the text reads 'Sign in to community access services for Town of Falmouth.' There's an input field for 'Email address' which is highlighted with a green box. Below the input field, there's a checkbox for 'Keep me signed in'. A blue 'Next' button is below the checkbox. Below the 'Next' button, there's an 'OR' separator. Below the separator, there's a 'Sign in with...' section with icons for Google, Apple, Microsoft, and Facebook. Below the icons, there are links for 'Unlock account?' and 'Help'. At the bottom, there's a blue 'Create an account' button highlighted with an orange box.

## Town of Falmouth Job Application Instructions

At any time, you may click Save to retain the information you have entered so far. Saved applications can be accessed and edited from your Account page before you submit them.

**PERSONAL INFORMATION**

LICENSES AND CERTIFICATIO

EDUCATION AND MILITARY SI

WORK HISTORY

PROFESSIONAL REFERENCES

ATTACHMENTS

APPLICANT SIGNATURE

Review and submit

### TOWN OF FALMOUTH JOB APPLICATION

## Welcome!

Thank you for your interest in employment with the Town of Falmouth. Please take your time to complete all areas of the application as completely and accurately as possible. You must complete all items with a red \* in order to submit your application. All applicants are encouraged to attach a cover letter and current resume. Please do not hesitate to contact the Falmouth HR team at 508-495-7330 or faljobs@falmouthma.gov with any questions.



NOTICE: It is the policy of the Town of Falmouth to afford equal employment opportunity to all qualified persons without regard to race, color, religion, sex, age, or disability.

Discard Save Previous Next

As you work through each section of the application, the sections will be marked in the navigation panel to indicate completion.

- ✔ Indicates all required information has been input.
- ✔ Indicates all required information has been input, but some optional information is missing. You may submit your application without providing optional information.
- ! Indicates required information is missing; return to the page and complete highlighted items.

## Town of Falmouth Job Application Instructions

Complete all sections of the application, then sign your name as indicated on the final page of the application.

**APPLICANT SIGNATURE** 

Review and submit

criminal history and Criminal Offense Record Inquiry if required, satisfactory verification of driver's license or certifications where required and satisfactory completion of any required post-offer pre-employment drug test or physical examination.

In processing my application for employment, the Town of Falmouth may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation, and personal characteristics.

I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational, or personal references, and by contacting other individuals to provide or further clarify information about me.

I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.

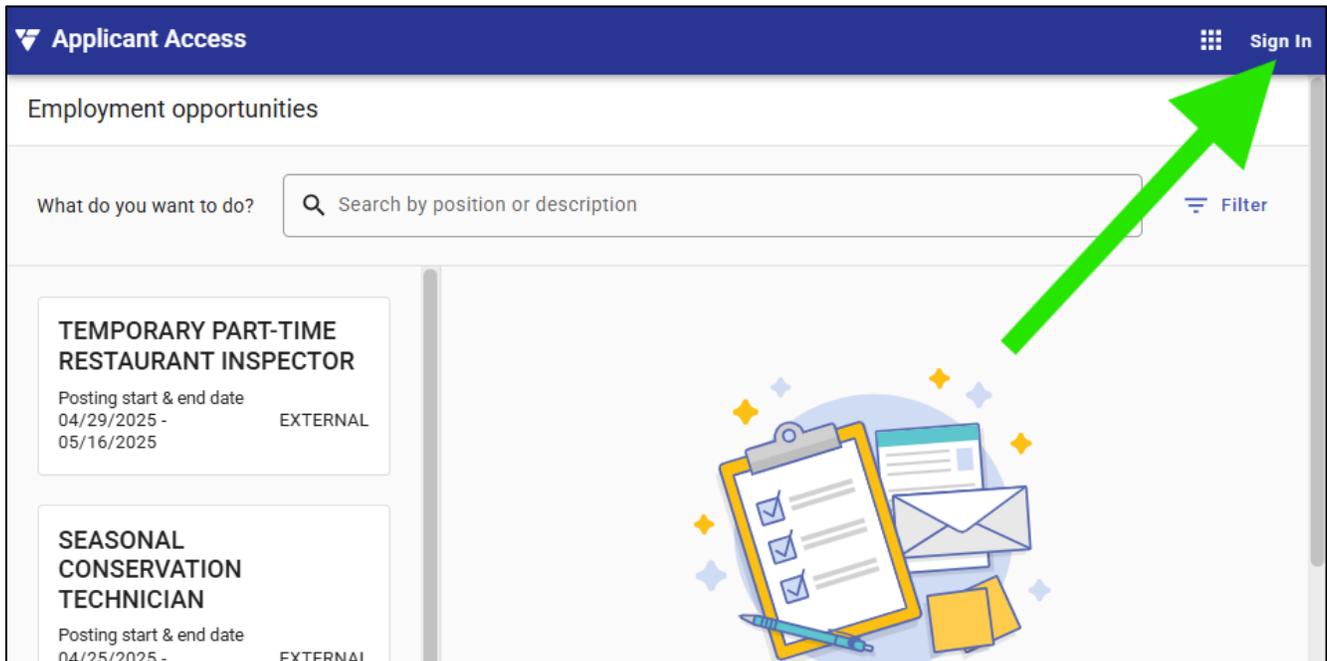
I understand that the Town of Falmouth is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time unless there is an applicable bargaining unit contract provision.

**My signature certifies that I have read and agree with the above statement and all statements contained in this application for employment.**

APPLICANT SIGNATURE

Discard Save Previous Next

After you have reviewed the information you provided, click Submit to send your application to the Human Resources Department. You will receive an automatic email notification from [munis@falmouthma.gov](mailto:munis@falmouthma.gov) to confirm the successful submission of your application.



At any time, you may sign in to your applicant account from the Applicant Access page by selecting Sign In. From your account page, you can view your submitted applications, update your personal information, or resume working on any saved applications.

Thank you for applying to work with the Town of Falmouth!