

**Policy: AD-06-46**

**Policy Title: Public Works Employee Application Procedures Policy**

**Policy Purpose: Set forth procedural guidelines for job application procedures**

**Implementation Date: 10/25/2006**

**Revision Date: N/A**

**TOWN OF WESTFIELD  
PUBLIC WORKS DEPARTMENT**

**APPLICATION PROCEDURES POLICY**

This policy has been established to set forth guidelines for the Westfield Public Works Department (WPWD) employment application process.

Standard applications must be completely filled out and submitted by mail or presented in person to the WPWD. Applications can be submitted to WPWD at any time. If an application is submitted for a specific position, it will be reviewed by the hiring manager and filed by the Office Manager. If an application is received and there are no open positions, the application is filed by the Office Manager for the duration of one year and reviewed when applicable positions are open.



Bruce A. Hauk, Director

Westfield Public Works Department