

Application For Employment

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, veteran status, disability, or genetic information, or any other legally protected status.

(PLEASE PRINT)

Position Applied For		Date of Application	
How did you learn about us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other	
Last Name	First Name	Middle Name	
Address Number	Street	City	State Zip Code
Telephone Number(s)		Social Security Number	

Are you at least 18 years old? Yes _____ No _____

Have you ever filed an application with us before? Yes _____ No _____

If yes, give date: _____

Have you ever been employed with us before? Yes _____ No _____

If yes, give date: _____

Are you currently employed? Yes _____ No _____

May we contact your present employer? Yes _____ No _____

Are you lawfully eligible to work in the U.S.? Yes _____ No _____

On what date would you be available for work? _____

Are you available to work: Full time _____ Part time _____ Temporary _____

Education

	Elem. School	High School	Undergraduate College/University	Graduate/ Professional
School Name and Location				
Years Completed				
Diploma / Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills and extra-curricular activities				
Describe any honors you have received				
State any additional information you feel may be helpful to us in considering your application				

List professional, trade, business or civic activities and offices held.
You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1
2
3

Please indicate any foreign language that you speak, read and/or write and at what level you are able to do so.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title			
	Supervisor			
Reason for Leaving				
2	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title			
	Supervisor			
Reason for Leaving				
3	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title			
	Supervisor			
Reason for Leaving				
4	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title			
	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that any employment relationship with this organization is "at will", which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by Town Council.

In the event of employment, I understand that false, omitted or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

Print Form

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

Interviewer

Date

Employed Yes No

Date of Employment _____

Job Title _____

Department _____

Hourly Rate/Salary _____

By _____

Name and Title

Date

Notes _____