



Application for Employment

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

GENERAL

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Position Applied for _____ Today's Date _____

Date available for work: _____ Full-time _____ Part-time _____ Seasonal _____

Print Name: _____ Phone: _____
Last First MI

Address: _____
Street City State Zip Code

Are you 18 years of age or older? Yes / No (If you are hired, you may be required to submit proof of age.)

If hired, can you furnish proof you are eligible to work in the United States? Yes / No

Have you ever applied here before? Yes / No If yes, when? _____

Have you ever been employed by the Town? Yes / No If yes, when? _____

Have you ever been convicted of any law violation? Yes / No Include any pleas of "guilty" or "no contest". If yes, give details:

If employed, do you expect to be engaged in any additional business or employment outside of our job? Yes / No If yes, give details:

For Driving Jobs Only: Do you have a valid driver's license? Yes / No

Driver's License Number _____ State _____ Class _____

Have you had your driver's license suspended or revoked in the last 3 years? Yes / No If yes, give details:

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, genetic information or other protected status.)

EDUCATION

LIST NAME AND ADDRESS OF SCHOOLS

| Number Of Years Completed | Diploma/ Degree/ Certificate | Subjects Studied |
|---------------------------------|------------------------------------|---------------------|
|---------------------------------|------------------------------------|---------------------|

High School or GED: _____

College or University: _____

Vocational or Technical: _____

What skills or additional training do you have that relate to the job for which you are applying? _____

What machines or equipment can you operate that relate to the job for which you are applying? _____

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Most recent employer listed FIRST. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. *Note: A job offer may be contingent upon acceptable references from current and former employers.*

| | |
|-------------------------|--------------------------------------|
| NAME OF EMPLOYER | JOB TITLE AND DUTIES |
| ADDRESS | DATES OF EMPLOYMENT (MO/YR): FROM TO |
| CITY, STATE, ZIP CODE | PAY: START \$ FINAL \$ |
| SUPERVISOR(S) TELEPHONE | Reason For Leaving |
| NAME OF EMPLOYER | JOB TITLE AND DUTIES |
| ADDRESS | DATES OF EMPLOYMENT (MO/YR): FROM TO |
| CITY, STATE, ZIP CODE | PAY: START \$ FINAL \$ |
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Are you presently employed? Yes / No

If yes, whom do you suggest we contact? _____

Have you ever been fired from a job or asked to resign? Yes / No

If yes, please explain: _____

Give three references, not relatives or former employers.

| | <i>Name</i> | <i>Address</i> | <i>Phone</i> |
|----|-------------|----------------|--------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required. I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NO GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE TOWN ADMINISTRATOR HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE TOWN ADMINISTRATOR AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand, and by my signature consent to these statements.

Signature: _____ Date: _____

This application for employment will remain active for a limited time.