

EMPLOYMENT APPLICATION
Please type or print legibly

Position: _____ Date: _____

Name: _____
Last First Middle

Address: _____
City State Zip Code

Social Security Number: _____

Phone number(s): _____, _____

Applying for Full Time ___ Part Time ___ Shift Work ___ Temporary ___ Date Available _____

Please indicate New Applicant ___ Previous Applicant ___ Former Employee If yes dates _____

Do you currently have any relatives working for the Town _____

Can you provide proof of U.S. Citizenship or immigration status Yes ___ No ___

Please check highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12

High School Diploma Yes No State of Issue _____

High School Equivalency Diploma? Yes No Date Received _____ State of Issue _____

Undergraduate colleges or universities:

Name of School	Major/Minor	Degree Awarded	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Graduate colleges or universities:

Name of School	Major/Minor	Degree Awarded	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Special Skills

Describe any specialized training, apprenticeship, internship, skills, extra-curricular activities, other courses completed if not indicated above, volunteer activities, and/or honors received.

References

Please list three personal references from whom you will secure recommendations, giving names, titles, complete address, and current telephone numbers. Relatives are not acceptable as references. References are required to process the application. All references will be contacted.

Name	Title	Address	Phone Number
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Name	Title	Address	Phone Number
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Name	Title	Address	Phone Number
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Employment History. Begin with current or most recent position. Include job-related military and /or volunteer activities. Organizations which indicate race, color, religions, gender, nationality, handicap or other protected status may be excluded.

Current or Last Employer: _____

Full-time: _____ Part-time: _____ May we contact? Yes _____ No _____

Address _____

Position held: _____ Dates: From _____ to _____

Supervisor: _____ Phone number: _____

Reason for Leaving: _____

Employer: _____

Full-time: _____ Part-time: _____ May we contact? Yes _____ No _____

Address _____

Position held: _____ Dates: From _____ to _____

Supervisor: _____ Phone number: _____

Reason for Leaving: _____

Employer: _____

Full-time: _____ Part-time: _____ May we contact? Yes _____ No _____

Address _____

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Full-time: _____ Part-time: _____ May we contact? Yes _____ No _____

Address _____

Position held: _____ Dates: From _____ to _____

Supervisor: _____ Phone number: _____

Reason for Leaving: _____

Employer: _____

Full-time: _____ Part-time: _____ May we contact? Yes _____ No _____

Address _____

Position held: _____ Dates: From _____ to _____

Supervisor: _____ Phone number: _____

Reason for Leaving: _____

I certify that all the information I have provided in this application is true and complete to the best of my knowledge. I further authorize Town personnel to investigate all information as may be necessary in determining an employment decision.

If hired, I understand that false or misleading information provided in either the application or interview (s) may be grounds for termination.

Applicant's Signature

Date

EQUAL OPPORTUNITY EMPLOYER