

CURRENT INFORMATION

(1) POSITION TITLE _____ TODAY'S DATE: _____

(2) When will you be available for employment? (i.e. immediately, 2 weeks notice) _____

(3) Are you seeking ☐ Full-time regular ☐ Part-time regular ☐ Temp./prefer regular ☐ Temporary Only

(4) NAME: _____
(Last) (First) (Middle)

(5) ADDRESS: _____
Street & No. or P.O. Box City State Zip

(6) HOME TEL # () _____ CELL TEL # () _____

E-MAIL ADDRESS _____ (if applicable)

(7) Are you 18 or older? ☐ Yes ☐ No If NO, what is your birth date? _____

GENERAL INFORMATION

If you need to explain any answer, use the space under EXPLANATIONS near the end of this application.

(8) Apart from absences for religious observances, check conditions that you are willing to accept.

Occasional:	<input type="checkbox"/> night work	<input type="checkbox"/> weekend work	<input type="checkbox"/> overtime	<input type="checkbox"/> rotating shifts	<input type="checkbox"/> "on-call"
Regular:	<input type="checkbox"/> night work	<input type="checkbox"/> weekend work	<input type="checkbox"/> overtime	<input type="checkbox"/> rotating shifts	<input type="checkbox"/> "on-call"
Frequent	<input type="checkbox"/> night work	<input type="checkbox"/> weekend work	<input type="checkbox"/> overtime	<input type="checkbox"/> rotating shifts	<input type="checkbox"/> "on-call"

(9) Have you ever been employed with the _____? ☐ Yes ☐ No

If YES, what department and when: _____

(10) Have you applied to the _____ before? ☐ Yes ☐ No

If YES, indicate what position and when: _____

(11) Are you willing to accept a salary within the advertised normal starting salary range? ☐ Yes ☐ No

(12) Are you now or were you previously related in any way to a Town employee? ☐ Yes ☐ No
If YES, give name, relationship and department: _____

(13) Are you able to perform all of the duties of the job you have applied for? ☐ Yes ☐ No

(14) Are you a U.S. Citizen or do you currently have authorization to work in the U.S.? ☐ Yes ☐ No

(15) Did you receive any of your education or employment experience under another name? ☐ Yes ☐ No
If YES, please explain under EXPLANATIONS.

MILITARY

Have you served in the military?

If YES, please provide dates of service: _____

Did you receive honorable discharge? ☐ Yes ☐ No

If NO, please explain: _____

EDUCATION

Provide your complete history

(16) Indicate highest school year completed: (i.e. 8, 12, 16) _____

(17) Name of High School _____ City _____ State _____

(18) Have you received a high school diploma or equivalent? [] Yes [] No

Education Beyond High School	Name and Location	Attended From				Did You Graduate?	Credit Hours	Degree, Diploma, Certificate Earned or # of Yrs.	Major Minor
		Mo.	Yr.	Mo.	Yr.				
College(s) University(ies)						Yes No			
Post-Baccalaureate Certificate						Yes No			
Graduate or Professional Schools						Yes No			
Technical Institutes, Internship, Other						Yes No			

KNOWLEDGE, SKILLS & ABILITIES

(19) Please list any knowledge, skills, or abilities you have that you feel are applicable to the position for which you are applying. Include skills with equipment or machines you can operate. If you wish consideration for a secretarial/clerical position, indicate typing speed and word processing software packages known and/or used.

(a) _____	(e) _____
(b) _____	(f) _____
(c) _____	(g) _____
(d) _____	(h) _____

REGISTRATIONS, LICENSES, CERTIFICATIONS

- (20) List fields of work for which you have been registered, licensed or certified:

Registration: _____ State: _____ No: _____ Exp. Date: _____

Registration: _____ State: _____ No: _____ Exp. Date: _____

Other: _____

- (21) Please list your **VALID DRIVER'S LICENSE NUMBER** and the state in which it was issued. If you do not have a driver's license, please put "NONE" in the blank - **Number:** _____ **State:** _____

- (22) Is your driver's license a Commercial Driver's License? ☐ Yes ☐ No
If YES, indicate the class _____

EMPLOYMENT

Record your complete work history in the spaces below. If needed, additional sheets containing the same information and in the same format are acceptable. BEGIN with your current or most recent position. Include military and related volunteer experience. Be sure to account for gaps in your employment history. **ALL SPACES MUST BE COMPLETED OR MARKED N/A (not applicable). "See attached resume" is NOT acceptable in the duties space.**

A. CURRENT OR MOST RECENT EMPLOYMENT (or explain gap in employment)

JOB TITLE _____ Starting Salary _____ Last Salary _____
Date employed _____ Date Separated/Still Currently Employed _____

Employer or company _____ Telephone # (____) _____
Employer or company address _____

Name and Title of most current supervisor _____

Full-time for: Yrs ____ Mos ____ Part-time for: Yrs ____ Mos ____ # of employees supervised by you _____

If you worked part-time, the number of hours worked per week _____

DUTIES IN ORDER OF IMPORTANCE _____

REASON FOR LEAVING _____

B. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)

JOB TITLE _____ Starting Salary _____ Last Salary _____
Date employed _____ Date Separated _____

Employer or company _____ Telephone # (____) _____
Employer or company address _____

Name and Title of most current supervisor _____

Full-time for: Yrs ____ Mos ____ Part-time for: Yrs ____ Mos ____ # of employees supervised by you _____

If you worked part-time, the number of hours worked per week _____

DUTIES IN ORDER OF IMPORTANCE _____

REASON FOR LEAVING _____

C. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)

JOB TITLE _____ Starting Salary _____ Last Salary _____
Date employed _____ Date Separated _____

Employer or company _____ Telephone # (____) _____
Employer or company address _____

Name and Title of most current supervisor _____

Full-time for: Yrs ____ Mos ____ Part-time for: Yrs ____ Mos ____ # of employees supervised by you _____

If you worked part-time, the number of hours worked per week _____

DUTIES IN ORDER OF IMPORTANCE _____

REASON FOR LEAVING _____

D. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)

JOB TITLE _____ Starting Salary _____ Last Salary _____
Date employed _____ Date Separated _____
Employer or company _____ Telephone # (____) _____
Employer or company address _____
Name and Title of most current supervisor _____
Full-time for: Yrs ____ Mos ____ Part-time for: Yrs ____ Mos ____ # of employees supervised by you _____
If you worked part-time, the number of hours worked per week _____
DUTIES IN ORDER OF IMPORTANCE _____

REASON FOR LEAVING _____

E. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)

JOB TITLE _____ Starting Salary _____ Last Salary _____
Date employed _____ Date Separated _____
Employer or company _____ Telephone # (____) _____
Employer or company address _____
Name and Title of most current supervisor _____
Full-time for: Yrs ____ Mos ____ Part-time for: Yrs ____ Mos ____ # of employees supervised by you _____
If you worked part-time, the number of hours worked per week _____
DUTIES IN ORDER OF IMPORTANCE _____

REASON FOR LEAVING _____

F. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)

JOB TITLE _____ Starting Salary _____ Last Salary _____
Date employed _____ Date Separated _____
Employer or company _____ Telephone # (____) _____
Employer or company address _____
Name and Title of most current supervisor _____
Full-time for: Yrs ____ Mos ____ Part-time for: Yrs ____ Mos ____ # of employees supervised by you _____
If you worked part-time, the number of hours worked per week _____
DUTIES IN ORDER OF IMPORTANCE _____

REASON FOR LEAVING _____

- (23) Have you had disciplinary action taken against you in the past 12 months? ☐ Yes ☐ No
If YES, explain under EXPLANATIONS. (A YES will not automatically disqualify you.)
- (24) a.) Have you ever been dismissed or forced to resign from any job held? ☐ Yes ☐ No
b.) Were you dismissed or forced to resign for disciplinary reasons? ☐ Yes ☐ No
If YES to "a" or "b", explain under EXPLANATIONS. (A YES will not automatically disqualify you.)
- (25) May we contact your present employer for reference prior to an interview (if granted)? ☐ Yes ☐ No
If you are not currently employed, please check here N/A (____). If NO, explain under EXPLANATIONS.

EXPLANATIONS

ITEM # _____
ITEM # _____
ITEM # _____
ITEM # _____

REFERENCES

- (26) Name (last, first) _____ Relationship _____
Address _____ Phone Number _____
- (27) Name (last, first) _____ Relationship _____
Address _____ Phone Number _____
- (28) Name (last, first) _____ Relationship _____
Address _____ Phone Number _____

Certification and Release (MUST BE SIGNED AND DATED BELOW)

- To the best of my knowledge and belief, the information given truly represents my background and experience. I understand that if I have knowingly or negligently misrepresented, falsified or omitted any information during the application process, or have made any changes to the format or wording of this application form, I may be disqualified for employment consideration or dismissed from employment with the Town.
- I authorize my current and former employers to give any information regarding me or my employment, whether or not it is on their records. I hereby release them from any damage whatsoever for issuing same.
- I also authorize educational institutions which I attended to reveal my scholastic ratings, as well as degrees or certificates earned, to the _____; and associations, registration and licensing boards and to others to furnish whatever detail is available concerning my qualifications. Notwithstanding any provision of State or Federal law, I expressly waive any right I have to review information the Town receives from an employer or educational institution under a promise of confidentiality.
- I also permit the _____ to conduct a Police, Court, Credit and/or Motor Vehicle Records Investigation of my background where related to the job for which I am applying.
- I understand that, if I am a final candidate, I will be tested for drug and alcohol use to determine if I am currently using or abusing these substances. I consent to the testing and understand that the results could preclude my appointment.
- I understand and acknowledge that should I be employed by the _____, then I serve "at will". This means that I may be terminated at any time with or without cause. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically approved by the Town Manager

SIGNATURE _____ DATE _____