

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

PERSONAL INFORMATION

Date: _____

Name: _____

Present Address: _____

Permanent Address: _____

Phone Number: _____

Referred by: _____ Are you 18 years of age or older? _____

EMPLOYMENT DESIRED

Position: _____ Date you can start: _____ Salary Desired: _____

Are You Employed Now? _____ If so, may we inquire of your present employer? _____

Ever Applied to this Company before? _____ Where? _____ When? _____

EDUCATION

| | Name and Location of School | Circle Last Year Completed | Did You Graduate? | Subjects Studied and Degree(s) Received |
|--|-----------------------------|----------------------------|-------------------|---|
| High School | | 1 2 3 4 | Yes No | |
| College | | 1 2 3 4 | Yes No | |
| Trade, Business or Correspondence School | | 1 2 3 4 | Yes No | |

GENERAL

Subjects of Special Study or Research Work: _____

Job Related Skills (List all equipment used, expertise, experience related to position): _____

Licenses & Certifications (include driving license): _____

FORMER EMPLOYERS List below your last four employers, starting with the last one first.

| Date Month and Year | Name and Address of Employer | Salary (upon leaving) | Position Title & Brief Description of duties (may attach resume with details) | Reason for Leaving |
|------------------------|---------------------------------|--------------------------|---|--------------------|
| From | | | | |
| To | | | | |
| From | | | | |
| To | | | | |
| From | | | | |
| To | | | | |
| From | | | | |
| To | | | | |

REFERENCES List below three persons not related to you, whom you have known at least one year.

| Name | Address | Position | Years Acquainted |
|------|---------|----------|---------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |

If you are to be hired by the Town, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.

I understand that any employment is conditioned on a background check in accordance to relevant laws. I authorize the Town to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Town, without giving me prior notice of such disclosure. In addition, I release the Town; any former employers and all references listed above from any and all claims, demands, or liabilities arising out of or related to such investigation of disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Town. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Town unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Town and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Town the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the Town's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the Town to hire. If hired, I agree to abide by all Town work rules, policies and procedures. The Town retains the right to revise its policies or procedures, in whole or in part, at any time.

Date: _____ **Signature:** _____