

Employment History

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comment section below.

Employer	Telephone #	Start Date	End Date
Address			
Job Title		Start Salary	
Immediate Supervisor		\$	Per
Reason for Leaving		Final Salary	
May we contact for Reference? Yes No Later		\$	Per
Work performed and job responsibilities:			

Employer	Telephone #	Start Date	End Date
Address			
Job Title		Start Salary	
Immediate Supervisor		\$	Per
Reason for Leaving		Final Salary	
May we contact for Reference? Yes No Later		\$	Per
Work performed and job responsibilities:			

Employer	Telephone #	Start Date	End Date
Address			
Job Title		Start Salary	
Immediate Supervisor		\$	Per
Reason for Leaving		Final Salary	
May we contact for Reference? Yes No Later		\$	Per
Work performed and job responsibilities:			

Comments including explanation of any gaps in employment _____

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. _____

Educational Background (if job related)

Fill in information about the schools attended.

	Name	Number of Years Completed	Degree or Diploma	GPA or Class Rank	Major
High School					
College					
Other					

References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Number of Years known

Additional Information

List professional, trade, business or civic associations and any offices held. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical, disabilities, veteran/reserve National Guard or any other similarly protected status.

Organization	Offices Held

List special accomplishments, publications, awards, etc. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical, disabilities, veteran/reserve National Guard or any other similarly protected status. _____

List any additional information you would like us to consider. _____

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives for seeking, gathering and using such information in the employment process and all other persons and corporations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for six months. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurance to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Town Manager.

I also understand that if I am hired I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICATION STATEMENT	
I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.	
Signature of Applicant _____	Date ____/____/____

