

APPLICATION FOR EMPLOYMENT



TOWN OF CONWAY, NH

(PLEASE PRINT)

Updated: September 14, 2015

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

Date of Application _____

Position Applying For _____

Referral Source: Advertisement _____
 Employment Agency _____
 Friend _____
 Relative _____
 Other _____

Name _____
 LAST FIRST MIDDLE

Address _____
 NUMBER STREET CITY STATE ZIP CODE

Phone No. _____ Email Address: _____

Have you filed an application here before? Yes No Date _____

Have you ever been employed here before? Yes No Date _____

Are you a citizen of the United States? Yes No

If not, are you available to work in the United States? Yes No

Are you available to work? Full-Time Part-Time Shift Work

Are you on lay-off and subject to recall? Yes No

Do any of your relatives work for the Town? Yes No

If yes, list name(s) _____

What foreign languages do you speak, read and/or write? _____

Give name, address and phone numbers of three references not related to you.

NAME

ADDRESS

PHONE NUMBER

List certifications, skills and qualifications acquired from employment or other experience:

List professional, trade, business or civic activities and offices held:

Education

School Name	ELEMENTARY					HIGH				COLLEGE/UNIVERSITY				GRADUATE/ PROFESSIONAL			
	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Years Completed: (Circle)																	
Describe Course of Study:																	
Diploma/Degree																	
Describe Specialized Training, Apprenticeship, Skills, Extra-Curricular Activities and Honors Received:																	

Employment Experience

List each job held, starting with your most recent. Include military service assignments and volunteer activities. If attaching a resume, you are still required to answer the questions below that are not listed on your resume.

1	Employer	Dates		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason For Leaving			
2	Employer	Dates		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason For Leaving			
3	Employer	Dates		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason For Leaving			
4	Employer	Dates		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason For Leaving			

If you need additional space, please continue on a separate sheet of paper.

State any additional information you feel may be helpful to us in considering your application:

Would you agree to submit to a criminal background check? _____

CONFIDENTIALITY: I request my name be kept confidential and is only releasable with written approval by me. Yes No

Signed _____

Agreement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Town of Conway.

Signature of Applicant

Date

For Personnel Department Use Only

Arrange Interview Yes No

Remarks _____

Interviewer

Date

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/Salary _____ Department _____

By _____

Name/Title

Date