

Application For Employment

TOWN OF RAYMOND
4 Epping Street Raymond,
NH 03077

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

<i>Position(s) Applied For</i>			<i>Date of Application</i>		
<i>How did you learn about us?</i>					
Advertisement		Friend		Website	
Employment Agency		Relative		Other	
<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Email Address</i>		
<i>Address</i>	<i>Number</i>	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Telephone Numbers Home</i>			<i>Cell</i>	<i>Social Security Number</i>	

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If Yes, give date: _____

Have you ever been employed with us before? Yes No
If Yes, give date: _____

Are you currently employed? Yes No

Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? Yes No

Are you available to work: FT PT Shift Temp Yes No

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

Can you travel if a job requires it? Yes No

A: Have you been convicted of a felony within the last 7 years? Yes No

B: Have you been convicted of a misdemeanor within the last 10 years? Yes No

Conviction will not necessarily disqualify an applicant from employment.

If Yes to either **A** or **B**, please explain

Education

Check all Grades Completed:

7 8 9 10 11 12

GED

College 1 2 3 4 Graduate School 1 2 3 4

Schools	Name & Location	Grad?	Major/Minor Course Work	Type of Degree Received
High School		Yes <input type="checkbox"/> No		
College(s) University(s)		Yes <input type="checkbox"/> No		
Graduate or Professional		Yes <input type="checkbox"/> No		
Other educational, vocational school, internships, etc.		Yes <input type="checkbox"/> No		

Do you possess a valid driver's license? Yes No

Driver's license number: _____ State: _____ Class: _____

Do you hold any Licenses and/or certifications (List, giving dates and sources of issuance): _____

Describe any job-related training and/or skills (include other languages, computer software / hardware, tools, machinery, etc.): _____

List any Job-related honors, awards and special accomplishments: _____

Work History (you may include volunteer experience)

Current or Last Employer:			Address:		
Job Title:			Supervisor's Name		
Date Employed (mo/yr)		Telephone Number		Number Supervised by you	
Date Separated (mo/yr)		Reason for Leaving		May we contact Employer YES <input type="checkbox"/> NO	
Full Time	Years	Months	Starting Salary \$ per		Ending or Current Salary \$ per
Part Time	Years	Months	List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:		
If part time, number of hours worked per week:					

Employer:	Address:	
Job Title:	Supervisor's Name	Telephone Number
Date Employed (mo/yr)	Reason for Leaving	Number Supervised by you
Date Separated (mo/yr)	Starting Salary \$ per	Ending or Current Salary \$ per
Full Time Years Months	List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:	
Part Time Years Months <i>Hours per week</i>		

Employer:	Address:	
Job Title:	Supervisor's Name	Telephone Number
Date Employed (mo/yr)	Reason for Leaving	Number Supervised by you
Date Separated (mo/yr)	Starting Salary \$ per	Ending or Current Salary \$ per
Full Time Years Months	List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:	
Part Time Years Months <i>Hours per week</i>		

Employer:	Address:	
Job Title:	Supervisor's Name	Telephone Number
Date Employed (mo/yr)	Reason for Leaving	Number Supervised by you
Date Separated (mo/yr)	Starting Salary \$ per	Ending or Current Salary \$ per
Full Time Years Months	List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:	
Part Time Years Months <i>Hours per week</i>		

References: Please list names and phone numbers of three references (excluding family)

(1) _____

(2) _____

(3) _____

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.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such a change is specifically acknowledged in writing by an authorized executive of this organization.

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 employer.

Signature of Applicant

Date