

# 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**

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

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

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## Education

	ELEMENTARY					HIGH				COLLEGE/UNIVERSITY				GRADUATE/ PROFESSIONAL			
School Name																	
Years Completed: (Circle)	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
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:

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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 \_\_\_\_\_