



Application for Employment

Town of Ossipee, New Hampshire

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

Position(s) Applied for: _____ Date Submitted: _____

How did you learn about us? Advertisement Friend Relative Agency Walk-in Other _____

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Ph: _____ Cell Ph: _____ Email: _____

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

Have you ever applied with us before? Yes No
If so, when? _____

Have you ever been employed with us before? Yes No
If so, when? _____

Are you currently employed? Yes No

May we contact your current employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa Yes No
or immigration status? (proof of citizenship or immigration status will be required upon employment)

On what date would you be available for work? _____

What schedule are you available to work? Full Time Part Time Shift Work Temporary

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

Can you travel if a job requires it? (trainings, conferences or meetings for example) Yes No

Have you been convicted of a felony within the last seven years? Yes No
Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain:

	NAME & ADDRESS OF SCHOOL ATTENDED	COURSE OF STUDY	YEARS COMPLETED	DIPLOMA, CERTIFICATE OR DEGREE OBTAINED
ELEMENTARY				
HIGH SCHOOL				
UNDERGRADUATE COLLEGE				
GRADUATE PROFESSIONAL				
OTHER				

Indicate any foreign language you can speak, read and/or write: _____

Describe any specialized training, apprenticeships, skills and extra-curricular activities: _____

Describe any job related training you may have received in the United States Military, if any: _____

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

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience: _____

Specialized Skills

My computer skills are: ___ Fair ___ Good ___ Excellent

List programs you are able to run competently and have worked with in the past: _____

List any vehicles, machinery or equipment you are able to run competently or have worked with in the past: _____

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

***Note:** Do not answer the following question unless you have been informed about the requirements of the job for which you are applying.

Are you capable of performing, in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached. ___ YES ___ NO

WORK HISTORY

Employer Name or Company	
Address of Employer	
Telephone Number	
Job Title	
Your Supervisor's Name	
Reason for Leaving	
Starting Salary	
Ending Salary	
Tasks Performed	

Employer Name or Company	
Address of Employer	
Telephone Number	
Job Title	
Your Supervisor's Name	
Reason for Leaving	
Starting Salary	
Ending Salary	
Tasks Performed	

REFERENCES

1) Name: _____ Phone: _____

Address: _____ Email: _____

Is the above named person a work or personal reference? _____

2) Name: _____ Phone: _____

Address: _____ Email: _____

Is the above named person a work or personal reference? _____

3) Name: _____ Phone: _____

Address: _____ Email: _____

Is the above named person a work or personal reference? _____

Applicant's Statement

I certify that the 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.

This application for employment shall be considered for a period of time not to exceed 45 days. Any applicant wishing to be considered beyond this time period should inquire as to whether or not applications are being accepted at that time.

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, 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 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 that I am required to abide by all rules and regulations of the employer.

Applicant's Signature _____ Date _____