APPLICATION FOR EMPLOYMENT

TO APPLICANT: Thank you for taking the time to complete this application. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to information obtained from a consumer reporting agency, including but not limited to information regarding credit data, personal character, general reputation and mode of living. **This list, however, is not exhaustive of the grounds on which discrimination is prohibited.**

(PLEASE PRINT CLEARLY)

PERSONAL

Name: _____
(Last) *(First)* *(Middle)*

Social Security #: _____-_____-_____ **Daytime Phone #: (_____)** _____ - _____

Address: _____
(No.) (Street) *(City)* *(State)* *(Zip)*

Are you legally eligible for employment in the USA? Yes____ No____ *(If hired, you are required to submit proof of your eligibility to work in the USA).*

Are you over the age of eighteen? Yes____ No____ *(If no, hire is subject to verification that you are of minimum legal age).*

Position(s) applied for:_____

Were you previously employed by the Town? Yes____ No____ If yes, when? _____

If hired, on what date will you be available to start work? _____

Are there any other job related experiences, skills, or qualifications which will be of special benefit in the job for which you are applying? ***(Explain below)***

_____

_____

_____

EDUCATION

High School Attended: _____ **City/State:** _____

Course of Study: _____ **Graduated?** Yes ____ No ____ **Degree/Diploma** _____

College Attended: _____ **City/State:** _____

Course of Study: _____ **Graduated?** Yes ____ No ____ **Degree/Diploma** _____

Other (Specify): _____ **City/State:** _____

Course of Study: _____ **Graduated?** Yes ____ No ____ **Degree/Diploma** _____

(Continued on Reverse)

EMPLOYMENT *(Please check the former employers that you do not wish us to contact. Start with your most recent employment information first. Thank you.)*

☐ **Company Name/Address:** _____

Phone: (_____) _____ - _____ Supervisor's Name: _____

Position: _____ **From/To:** _____ / _____ **Ending Pay: $_____/hr**
(mm/yy) *(mm/yy)*

Reason for Leaving: _____

☐ **Company Name/Address:** _____

Phone: (_____) _____ - _____ Supervisor's Name: _____

Position: _____ **From/To:** _____ / _____ **Ending Pay: $_____/hr**
(mm/yy) *(mm/yy)*

Reason for Leaving: _____

☐ **Company Name/Address:** _____

Phone: (_____) _____ - _____ Supervisor's Name: _____

Position: _____ **From/To:** _____ / _____ **Ending Pay: $_____/hr**
(mm/yy) *(mm/yy)*

Reason for Leaving: _____

REFERENCES *(Please, NO relatives or former employers. Thank you.)*

NAME	ADDRESS	TELEPHONE
_____	_____	(_____) _____ - _____
_____	_____	(_____) _____ - _____
_____	_____	(_____) _____ - _____

OTHER

May we contact you at home about your application? Yes ____ No ____ **Best time to call:** _____

At work? Yes ___ No ___ **Work Telephone: (_____) _____ - _____ Best time to call:** _____

CERTIFICATION: *(Please read and sign below)*

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the Town of Windham has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in writing signed by an officer.

_____ _____

Date Applicant Signature