

TOWN OF HOWLAND APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer

PERSONAL INFORMATION

Name

Last

First

Middle

Mailing Address

City/Town

State

Zip Code

Street Address

City/Town

State

Zip Code

Telephone Numbers

Daytime

Evening

Mobile

Email Address (optional)

Are you over 18 years old?

Yes

No

Have you ever been employed by the Town of Howland.

Yes

No

If yes, when?

From _____

To _____

Position _____

Are you a U.S. Citizen or do you have the legal right to work in the United States?

Yes

No

Are you a veteran?

Yes

No

If yes, Branch of Service: _____

Dates of Service: From _____ to _____

Do you hold a valid drivers license?

Yes

No

If yes, License # _____

Issuing State _____

Class _____

Expiration _____

List any family members presently employed by the Town of Howland

children, siblings, uncles, aunts, nephews, nieces, and any of the same related as in-laws, step-relations or half-relations).

EDUCATION

	NAME & LOCATION	YEARS COMPLETED	DEGREE RECEIVED MAJOR FIELD OF STUDY
High School			
College			
Other			

List any special skills, special studies/research work or training you possess (machine operator, mechanical skills, computer skills, etc.)

POSITION DESIRED

Position _____ Salary Desired \$ _____ When Available _____

EMPLOYMENT HISTORY / EXPERIENCE

Are you currently employed?

Yes No

If yes, may we contact your present employer?

Yes No

List your last three employers starting with the most recent.

EMPLOYER		EMPLOYMENT DATES	JOB TITLE	PAY RATE	REASON FOR LEAVING
Name		From			
Address		To			
Name		From			
Address		To			
Name		From			
Address		To			

REFERENCES

List three persons, not related to you, who have known you for at least one year.

Name _____ Address _____ Phone # _____

Name _____ Address _____ Phone # _____

Name _____ Address _____ Phone # _____

Are you willing to submit to a background check?

Yes No

Are you willing to submit to a drug/alcohol screen?

Yes No

Have you ever been convicted of a felony or other crime?

Yes No

Responding Yes does not automatically disqualify you from employment. If you answered Yes, please explain the circumstances:

COMMENTS

DISCLOSURE

"I certify that the facts contained in this application are true and complete to the best of my knowledge and I understand that, falsified statements and omissions on this application shall be grounds for disqualification or if employed, dismissal. I authorize investigation of all statements contained herein and the references and employers listed to give you all information concerning my previous employment or service and any pertinent information they may have, personal or otherwise, and release the municipality from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized municipal representative. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the (ADA) Americans with Disabilities Act and other relevant federal and state laws".

Applicant's Signature _____

Date _____

APPLICANT - DO NOT WRITE BELOW THIS LINE

INTERVIEW NOTES			
Interviewed By _____		Date _____	
Remarks			
Neatness		Character	
Personality		Abilities	
Hired Yes No	Department	Position	Pay Rate \$ /hr

APPROVED:

Town Manager