

Employment Application

116 Morgan's Way PO Box 2079 New Castle, NH 03854
603.433.5050 Office 603.427.1092 Fax



Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name _____
Last First Middle

Address _____
Street City State Zip Code SS#

Telephone # _____ Cell # _____ E-mail _____

If necessary, best time to call? _____

Position(s) applied for _____ Date of application _____

Referral Source: Advertisement Walk in Employee Other Relative

Name of referral (if applicable) _____

If you are under 18 and it is required, can you furnish a work permit? _____

If no, please explain. _____

Have you submitted an application here before? _____ If so, when? _____

Have you ever been employed here before? _____

If yes, give dates and positions _____ Yes _____ No _____

Are you legally eligible for employment in this country? _____ Yes _____ No _____

Date available for work _____ Desired salary range \$ _____

Type of employment desired: Full time _____ Part Time _____ Temporary _____ Seasonal _____

Are you able to meet the attendance requirements of this position? Yes _____ No _____

Will you work overtime if required? _____ If no, please explain _____

Have you ever been bonded? _____ Yes _____ No _____

Have you ever pled "guilty" or "no contest" to or been convicted of a crime? Yes _____ No _____

*Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

If yes, please provide date(s) and details _____

Driver's license number if driving is an essential job function _____ State _____

AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT HISTORY

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). In addition, you may attach a resume.

Employer _____ Telephone # _____ Address _____ Job Title _____ Supervisor (Title & Phone #) _____ Reason for leaving _____ May we contact for reference? _____	Dates Employed: From _____ To _____	_____ _____ _____ _____ _____

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SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certificates, etc. Launch license, college degree, etc.

EDUCATIONAL BACKGROUND (if related)

A. List last three schools attended, starting with most recent dating to and including high school. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade point average. E. Graduation year.

School	# Years Completed	Degree/Diploma	Grade Point Avg	Graduation year

REFERENCES

List reference name/business, telephone number and years known of three business/work references who are *not* related to you. If not applicable, list three school or personal references who are *not* related to you.

Name/Business	Telephone #	# of Years Known

ADDITIONAL INFORMATION

List professional, trade, business or civic associations, any offices held and years with organization.

*Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

Organization	Office Held	Years

List special accomplishments, publications, awards, etc.

*Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

List any additional information you would like us to consider:

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause, and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____