



Town of Williston Application for Employment

The Town of Williston is an equal opportunity employer and does not discriminate in employment with regard to race, color, religion, national origin, place of birth, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, pregnancy, gender identity, physical or mental disability, military status, veteran status, genetic information, HIV status, crime victim status, or any other characteristic protected by law.

Incomplete information below could disqualify you from further consideration. Please complete all fields.

PERSONAL INFORMATION

Name _____ Date _____

Address _____

E-mail _____ Home Phone # _____ Mobile Phone # _____

Are you eligible to work in the U.S? Yes No

Are you at least 18 years or older? Yes No (If no, you may be required to provide authorization to work.)

Have you ever worked for this municipality before?

Yes No Explain _____

Have you ever been terminated from employment or asked to resign by an employer? Yes No

If yes, please provide company names and details _____

Availability? Full time Part Time Temporary Seasonal Other _____

Can you work any shift? Yes No If no, explain: _____

Can you work overtime, if necessary, including weekends? Yes No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No

EMPLOYMENT DESIRED

Position desired _____

Date you can start _____ Hourly rate/Salary desired _____

Are you currently employed? ____ If so, may we inquire of your present employer? Yes No

REFERRAL SOURCE

How did you hear about us? Employment Agency; Media; Referral; Other _____

If you selected 'Referral', please list their name: _____



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EDUCATION	Name and location of school	Degree Received	Subjects studied/Major
High School			
College or University			
Trade, Business or Correspondence School			

Do you have any special skills, experience, licenses, security or bonding clearance, certificates, and/or training that would enhance your ability to perform the position applied for? If yes, explain.

If applying for a job that may involve driving a municipal vehicle, please answer the following:

Do you possess a valid VT Driver's License? Yes No

License No. _____ Type: _____ Expiration Date: _____

List any traffic accidents, convictions and/or forfeitures you have had in the past 3 years (attach sheet if more space is needed):

EMPLOYMENT HISTORY Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			



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Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			

REFERENCES

Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Address, Phone, and/or Email	Company	Years Acquainted
1			
2			
3			

Please read carefully before signing.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the Town of Williston to hire me. If I am hired, I understand that either the Town of Williston or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of the Town of Williston has the authority to make any assurance to the contrary.

I attest with my signature below that I have provided true and complete information on this application. No requested information has been concealed. I authorize the Town of Williston to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Signature _____

THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE ABOVE.