

Application for Employment

Personal Information

Date of Application: _____

Name: _____
Last First Middle

Street Address: _____

City/State/Zip: _____ Telephone: _____

Work Preference

Desired Position: _____ Expected Salary: _____

Describe your prior experience in the kind of work you want: _____

Describe any formal schooling or training for this work: _____

List any licenses, security or bonding clearance or certificates you have: _____

Office skills: (typing, machine operation, etc.) _____

Referral Source: Friend Relative Employment Agency Other _____

Availability for Work

Date available for work: _____ Full time Part time Temporary Seasonal

Shifts or Times you will be available to work:
Days Afternoon Graveyard Rotating Weekends Holidays

Will you work daily overtime on occasion if necessary? Yes No

Will you work extra days in the week if necessary? Yes No

Do you plan to work elsewhere or attend school while working here? Yes No

Are you presently employed? Yes No

How much advance notice will you need to give your current employer if hired? _____

Do you authorize us to contact your previous employers for references? Yes No

Have you ever worked for this municipality before? Yes No

Do you authorize us to contact your employers for references? Yes No

If you have ever been discharged or if you have ever resigned from any employment, please identify the employer and state the reasons for the discharge or resignation. _____

Do you have any relative working for this municipality? Yes No

Can you, after an offer of employment, submit proof that you are legally permitted to work in the U.S. under federal law? Yes No

Education and Training (If this information is included on an attached resume, please disregard this section)

High School:

Name of last high school: _____ Location: _____

Choose the highest year completed: 1 2 3 4 5 6 7 8 9 10 11 12 Average Grade: _____

Special Courses: (typing, technical, etc.) _____

College or University:

Name of College(s): _____ Location: _____

Years Attended: _____ Degrees: _____

Major Subjects: _____ GPA _____

Other: (graduate school, trade school, correspondence school, etc.)

Name _____ Location _____

Course Length: _____ Was course completed? Yes No

Degree: _____ Subject: _____

Grade Average: _____

Employment and U.S. Military Service Record

Please complete this section even if you have attached a resume. Give a complete account of your full time employment. Begin with your present or most recent positions and work back.

1. Employer's name and address _____
Supervisor _____ Telephone _____
Main Duties _____
From _____ To _____ Starting pay _____ Ending pay _____
Why did you leave? _____

2. Employer's name and address _____
Supervisor _____ Telephone _____
Main Duties _____
From _____ To _____ Starting pay _____ Ending pay _____
Why did you leave? _____

3. Employer's name and address _____
Supervisor _____ Telephone _____
Main Duties _____
From _____ To _____ Starting pay _____ Ending pay _____
Why did you leave? _____

Are you a veteran of the U.S. Military Service? Yes No

If so, Branch: _____ Dates: _____

Military training and experience relevant to job applied for: _____

CERTIFICATE OF APPLICANT (Read carefully before signing)

All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may be cause for rejection or, if employed, may be just cause for immediate dismissal. I hereby authorize any former employer, person, firm, corporation or educational institution listed hereon including this municipality to answer any and all questions, provide documents and agree to hold all persons harmless for giving any and all truthful information within their knowledge or records. I understand this is a preliminary application and not a contract for employment. Furthermore, in the event I am employed, my employment shall be completely voluntary and may be terminated at will at any time for any non-discriminatory reason upon notice by either myself or the municipality. I agree to comply with all reasonable rules of the municipality as a condition of employment.

Signature of Applicant: _____ Date: _____

The Town of Williston is an equal opportunity employer. It is the policy of this Municipality to provide equal employment opportunity to all applicants and employees without regard to race, color, religion, national origin, sex, sexual orientation, ancestry, place of birth, age, disability, HIV Status or other status protected by state or federal law. No question is asked on this application or during the application process for the purpose of excluding any applicant due to race, color, religion, national origin, sex, sexual orientation, ancestry, place of birth, age, disability, HIV status, or other protected status under federal or state law.