



TOWN OF SPRINGFIELD

APPLICATION FOR EMPLOYMENT

HUMAN RESOURCES DEPARTMENT
96 Main Street – Springfield, VT 05156
tosh@vermontel.net

(802) 885-2104 Phone
(802) 885-1617 Fax

PERSONAL INFORMATION:

Name: _____
Last First Middle Date

Mailing Address _____

City/Town _____ State _____ ZIP _____

Phone _____ Cell Phone _____ Email _____

Are you at least 18 years of age? Yes No Do you have a valid driver's license? Yes No

WORK PREFERENCE:

Kind of work desired: _____

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 certifications you have: _____

Office skills (typing, machine operations, computer software): _____

Referral source: Friend Relative Employment Agency Other _____

AVAILABILITY FOR WORK:

Date available for work: _____ Full-Time Part-Time Temporary

Shifts or times you will work:

Day 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

PRESENT EMPLOYMENT:

(Use additional sheets for any explanations you may wish to give about answers given below.)

Are you presently employed: Yes No

How much advance notice do you need to give your present employer? _____

Do you authorize us to contact your present employer as a reference? Yes No

PRIOR EVENTS:

Have you ever worked for this municipality before? Yes No

Do you authorize us to contact your previous 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 reason(s) for the discharge and/or resignation. _____

OTHER PERSONAL DATA:

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

CITIZENSHIP/AUTHORIZATION TO WORK:

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

(Please note that if you are hired to work, you will be required to furnish valid documentation that you are legally entitled to work in the U.S.)

EDUCATION AND TRAINING:

If this information is included on an attached resume, please disregard this section.

High School:

Name of last High School _____

Location _____

Circle 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: _____

Location: _____

Years attended: _____ Degree: _____

Major subjects: _____ GPA: _____

Other (graduate, 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 _____

Reason for leaving? _____

2. Employer's name and address _____

Supervisor _____ Telephone _____

Main duties _____

From _____ To _____

Reason for leaving? _____

3. Other positions and periods of unemployment

Employer _____

Supervisor _____ Telephone _____

Main duties _____

From _____ To _____

Reason for leaving? _____

Employer _____

Supervisor _____ Telephone _____

Main duties _____

From _____ To _____

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 an application for employment 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 Springfield is an Equal Opportunity Employer. It is the policy of the Town of Springfield to provide equal opportunity to all employees and applicants for employment without regard of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation) national origin, age, disability or genetic information.