

EDUCATION AND TRAINING:

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 (If included in attached resume disregard): _____

College or University

Name: _____

Location: _____

Years attended: _____ Degree: _____

Major subjects: _____ GPA: _____

Other (graduate, trade school, academy, etc.)

Name: _____

Location: _____

Course length: _____ Was course completed Yes No

Degree: _____ Subject: _____

Grade average: _____

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 and past employers? Yes No

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 backwards*.

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? _____

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.