

APPLICATION FOR EMPLOYMENT



Town of Kingston
P. O. Box 716
Kingston, N. H. 03848
(603) 642-3342

Equal access to programs, services and employment is available to all persons. Applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Selectmen's Office in advance (603-642-3342).

Please Print:

Position applied for: _____ Date: _____

Name: _____

Address: _____

Telephone: (home) _____ (cell) _____

Social Security Number (you will need to show your card as well as another form of identification if you're hired for this position): _____

If under 18, can you furnish a work permit? Yes ___ No ___ Not applicable ___

Have you ever worked for the Town before? Yes ___ No ___

Are you legally eligible to work in this country? Yes ___ No ___

Date available for work: ___ / ___ / ___

Type of employment desired: Full-time Part-time Seasonal

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

Have you been convicted of a crime in the past seven years? Yes ___ No ___

If yes, please explain (conviction will not necessarily be a bar to employment. Each instance and explanation will be considered relative to the position for which you're applying): _____

Skills: *Summarize training, skills, licenses, certificates or experience that may qualify you to perform job-related functions in the position for which you're applying.*

Employment History

Provide the following information for your past four employers, assignments or volunteer activities, beginning with the most recent.

Dates of Employment TO	Employer Telephone
Job Title	Address
Immediate Supervisor	Summarize the work and responsibilities for the position
Reason for Leaving	Hourly Rate/Salary Start \$ _____ per _____ Final \$ _____ per _____

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Education:

Name and Location	Years Completed	Did you Graduate?	Course of Study
High School			
College			
Other			

References:

Name (and address, if known)	Telephone Number	Years Known

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the Town's services whenever it is discovered.

I give the Town the right to contact and obtain information from all references, employers or educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the Town and its representatives for seeking, gathering and using such information, and all other persons, corporations or organizations for furnishing such information.

I understand that the Town 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 local, state or federal law.

The application is current for only 90 days. At the conclusion of this time, if I have not heard from the Town and still wish to be considered for employment, it will be necessary to fill out and file a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and that the Town 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 representative of the Town, other than an authorized official, has the authority to make any assurances to the contrary. I further understand that any assurances made must be in writing and signed by an authorized official.

I understand it is the Town's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the Americans with Disabilities Act. I also understand that if I am hired I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and that I seek employment under these conditions.

Signature of Applicant: _____ Date: _____

For Personnel Department Use Only

Arrange Interview Yes No

Remarks: _____

Interviewer

Date

Employed Yes No

Job Title: _____ Hourly rate/Salary: \$ _____

Department: _____