



Town of Mendon
2282 U.S. Route 4
Mendon, Vermont 05701
802-775-1662
www.mendonvt.org

EMPLOYMENT APPLICATION

PERSONAL INFORMATION

Name _____
Last First Middle Date

Street Address _____

City/State Zip _____

Telephone _____ Cell _____ Email _____

WORK PREFERENCE

Type of work desired _____

Describe your prior experience in the type 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

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 reasons 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

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 _____

Why did you leave? _____

2. Employer's name and address _____

Supervisor _____ Telephone _____

Main duties _____

From _____ To _____

Why did you leave? _____

3. Other positions and periods of unemployment:

Employer _____

Main Duties _____

From _____ To _____

Why did you leave? _____

Employer _____

Main Duties _____

From _____ To _____

Why did you leave? _____

Employer _____

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 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 Mendon 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.