



## APPLICATION FOR EMPLOYMENT

### PERSONAL:

Name \_\_\_\_\_  
(Last) (First) (Middle)

Mailing Address \_\_\_\_\_ Social Security # \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Physical Address (if different) \_\_\_\_\_ Telephone \_\_\_\_\_  
(Street) (City) (State) (Zip Code) (Include Area Code)

### EMPLOYMENT DESIRED:

Are you available to work full-time \_\_\_\_\_ part-time \_\_\_\_\_ temporary \_\_\_\_\_? If part-time, indicate maximum hours per week \_\_\_\_\_

What position are you applying for? \_\_\_\_\_ Starting salary desired \_\_\_\_\_

Can you perform the essential functions of the job with or without reasonable accommodation? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you currently on layoff or leave from another employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever applied for employment here before? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, when? \_\_\_\_\_

Have you ever worked for the Town of Bristol before? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, where? \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Referred by: \_\_\_\_\_

### GENERAL:

Are you authorized to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No (Proof of eligibility to work in the U.S. will be required upon employment.)

Are you 18 years old or older? \_\_\_\_\_ Yes \_\_\_\_\_ No

### WORK EXPERIENCE: PRESENT OR MOST RECENT EMPLOYMENT

Employer \_\_\_\_\_ Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

May We Contact Your Present Employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

Telephone \_\_\_\_\_ Type of Business \_\_\_\_\_ Name and Title of Immediate Supervisor \_\_\_\_\_  
(Include Area Code)

Employed From \_\_\_\_\_ to \_\_\_\_\_ Job Title \_\_\_\_\_  
(Mo., Yr.) (Mo., Yr.)

Duties Performed \_\_\_\_\_

Starting Salary \_\_\_\_\_ Final Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

### PREVIOUS EMPLOYMENT:

Employer \_\_\_\_\_ Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone \_\_\_\_\_ Kind of Business \_\_\_\_\_ Name and Title of Immediate Supervisor \_\_\_\_\_  
(Include Area Code)

Employed From \_\_\_\_\_ to \_\_\_\_\_ Job Title \_\_\_\_\_  
(Mo., Yr.) (Mo., Yr.)

Duties \_\_\_\_\_

Starting Salary \_\_\_\_\_ Final Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**PREVIOUS EMPLOYMENT:**

Employer \_\_\_\_\_ Address \_\_\_\_\_  
 (Street) (City) (State) (Zip)

Telephone \_\_\_\_\_ Kind of Business \_\_\_\_\_ Name and Title of \_\_\_\_\_  
 (Include Area Code) Immediate Supervisor \_\_\_\_\_

Employed From \_\_\_\_\_ to \_\_\_\_\_ Job Title \_\_\_\_\_  
 (Mo., Yr.) (Mo., Yr.)

Duties Performed \_\_\_\_\_

Starting Salary \_\_\_\_\_ Final Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**REFERENCES: Please attach at least three references to this application.**

**EDUCATION:**

Name	City/State	Degree Received Yes or No	Type of Degree Diploma or GED	Major
High School _____	_____	_____	_____	_____
College _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Trade School _____	_____	_____	_____	_____

Commercial courses completed (Include skills, typing, shorthand, business machines, personal computers, etc.) \_\_\_\_\_

**CONVICTION INFORMATION:**

Have you been convicted of a crime (including pleading guilty or no contest) that has not been annulled by a court, including minor traffic violations? \_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, please fill in information below.)

**Conviction information will not necessarily bar an applicant from employment.**

Date	Charge	Disposition of Case/ Agency
_____	_____	_____
_____	_____	_____

**NOTICE: PLEASE READ BEFORE SIGNING**

- If I am hired, I agree to abide by the rules and policies of the Town of Bristol.
- I understand that if I am hired, my employment will be for no definite period, and that my employment and compensation can be terminated with or without cause and with out notice, at any time, at the option of either the Town of Bristol or me.
- I authorize all persons, companies, prior employers, schools, credit bureaus, and government agencies to supply any information concerning my background, education, and employment, and release all parties including the Town of Bristol and it's agents from all liability for any damage that may result from furnishing same to you.
- I certify that the information contained in this application is complete and correct to the best of my knowledge and understand that falsification of this information is grounds for dismissal in accordance with Town of Bristol policy.
- I certify that all of the information that I provide on this application or in any interview will be complete, true, and accurate. I understand that if I am hired, and any such information is later found to be incomplete, false, or misleading in any respect, I may be discharged.

I have read the above Notice Section or have had someone read or explain to me, and I fully understand it.

\_\_\_\_\_ (Print Name) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

The Town of Bristol is an **equal opportunity employer** and does not discriminate in hiring, promotion, or other employment decisions on the basis of race, sex, color, pregnancy, religion, national origin, sexual orientation, marital status, disability, age, veteran or military status, or any other basis protected by law. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

**▪ TOWN OF BRISTOL ▪ 230 LAKE STREET ▪ BRISTOL NH 03222 ▪ 603.744.3354**