TOWN OF BOSCAWEN
116 NORTH MAIN STREET
BOSCAWEN, NEW HAMPSHIRE 03303
TELEPHONE: 603 753-9188 FAX: 603 753-9183

APPLICATION FOR EMPLOYMENT

The Town of Boscawen 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, genetic information, 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.

PLEASE PRINT (USE INK)

PERSONAL:

Name: _____
(Last) (First) (Middle)

Current Address: _____ Telephone: _____
(Street) (City) (State) (Zip Code) (Include Area Code)

Permanent Address (if different)

_____ Telephone: _____
(Street) (City) (State) (Zip Code) (Include Area Code)

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

Have you ever worked for the Town/City before? _____ Yes _____ No If yes, where? _____

Dates of Employment_____ Reason for Leaving _____

WORK EXPERIENCE: PRESENT OR MOST RECENT EMPLOYMENT

Employer: _____ Address _____
(Street) City) (State)

May We Contact Your Present Employer? _____ Yes _____ No

Telephone_____ Kind 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)

Telephone_____ Kind 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)

Telephone_____ Kind 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: (Use additional sheets if necessary to describe all previous employment)

Employer: _____ Address _____
(Street) (City) (State)

Telephone_____ Kind 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_____

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.)_____
_____

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 How did you happen to contact the Town/City?_____

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

CONVICTION INFORMATION:

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

Conviction information will not necessarily bar an applicant from employment.

	Date	Reason	Disposition of Case	Place
1.	_____	_____	_____	
2.	_____	_____	_____	
3.	_____	_____	_____	

NOTICE: PLEASE READ BEFORE SIGNING

- If I am hired, I agree to abide by the rules and policies of the Town of Boscawen.
- 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 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 from all liability for any damage that may result from furnishing same to you. I also release the Town and its agents from all liability from damages arising from this research of my background.
- 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 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)