

EMPLOYER	DATES (MO/YR)	JOB TITLE	REASON FOR LEAVING
Name	From		
Address	To		
Name	From		
Address	To		
Name	From		
Address	To		

REFERENCES

List three persons, not related to you, who have known you for at least one year.

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Are you willing to submit to a background check? Yes No Are you willing to submit to a drug screen? Yes No

Have you ever been convicted of a felony or other crimes? Yes No (Responding Yes does not automatically disqualify you from employment.) If you answered Yes, please explain the circumstances _____

AUTHORIZATION

"I certify that the facts contained in this application are true and complete to the best of my knowledge and I understand that, falsified statements and omissions on this application shall be grounds for disqualification or if employed, dismissal. I authorize investigation of all statements contained herein and the references and employers listed to give you all information concerning my previous employment or service and any pertinent information they may have, personal or otherwise, and release the municipality from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized municipal representative. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

Date _____ Signature _____

DO NOT WRITE BELOW THIS LINE _____

INTERVIEW NOTES

Interviewed _____ Date _____
by _____

Remarks				
Neatness			Character	
Personality			Abilities	
Hired	Dept.	Position	Start Date	Pay Rate

APPROVED: 1. _____ 2. _____ 3. _____
HIRING MANAGER TOWN MANAGER SELECT BOARD CHAIR FOR THE BOARD