

TOWN OF MANCHESTER EMPLOYMENT APPLICATION

Position Applied for: _____

PERSONAL DATA

LAST NAME	FIRST NAME	INITIAL
STREET ADDRESS		
CITY	STATE	ZIP
PHONE #		

List other names you have been known by, including maiden name: _____

Valid Driver's License No. _____ State and Date of Issue _____

Have you been convicted of a felony or misdemeanor crime in the last 7 years (excluding parking tickets and non-moving motor vehicle traffic violations)?* Yes No

If yes, please provide for each separate conviction (a) crime convicted of (b) date of conviction (c) county and state of conviction _____

* Conviction of a crime will not necessarily disqualify you from the job for which you are applying. Each conviction and explanation will be considered in relation to the position for which you are applying.

EDUCATIONAL DATA

CIRCLE HIGHEST GRADE COMPLETED: 1 2 3 4 5 6 7 8 9 10 11 12 JUNIOR OR HIGH SCHOOL	1 2 3 4 5 COLLEGE OR UNIVERSITY	1 2 3 4 GRADUATE SCHOOL		
TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION CITY & STATE	MAJOR SUBJECT OR COURSE OF STUDY	DEGREE OBTAINED
HIGH				
COLLEGE				
GRADUATE				
OTHER (SPECIFY)				

EMPLOYMENT

Position applied for _____ Date available to start _____

Other positions you feel qualified for _____

Is a resume attached? Yes No

Are you currently employed? Yes No If yes, may we contact your present employer? Yes No

If an offer of employment is made, can you submit proof that you are legally permitted to work in the United States?*

Yes No

* Please note that if hired, you will be required to furnish valid documentation that you are legally entitled to work in the U.S. Prior to employment).

WORK HISTORY — List most recent first, all periods of unemployment should be shown in a separate block. The following information must be supplied in full even if you attach a resume.

PERIOD OF EMPLOYMENT (MONTH/YEAR)	NAME AND ADDRESS OF EMPLOYER	POSITION & PHONE	RATE OF PAY
FROM	EMPLOYER	POSITION	START
TO	CITY & STATE	PHONE	FINAL
BRIEF DESCRIPTION OF DUTIES			
REASON FOR LEAVING			MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
PERIOD OF EMPLOYMENT (MONTH/YEAR)	NAME AND ADDRESS OF EMPLOYER	POSITION & PHONE	RATE OF PAY
FROM	EMPLOYER	POSITION	START
TO	CITY & STATE	PHONE	FINAL
BRIEF DESCRIPTION OF DUTIES			
REASON FOR LEAVING			MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
PERIOD OF EMPLOYMENT (MONTH/YEAR)	NAME AND ADDRESS OF EMPLOYER	POSITION & PHONE	RATE OF PAY
FROM	EMPLOYER	POSITION	START
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BRIEF DESCRIPTION OF DUTIES			
REASON FOR LEAVING			MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
PERIOD OF EMPLOYMENT (MONTH/YEAR)	NAME AND ADDRESS OF EMPLOYER	POSITION & PHONE	RATE OF PAY
FROM	EMPLOYER	POSITION	START
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BRIEF DESCRIPTION OF DUTIES			
REASON FOR LEAVING			MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
PERIOD OF EMPLOYMENT (MONTH/YEAR)	NAME AND ADDRESS OF EMPLOYER	POSITION & PHONE	RATE OF PAY
FROM	EMPLOYER	POSITION	START
TO	CITY & STATE	PHONE	FINAL
BRIEF DESCRIPTION OF DUTIES			
REASON FOR LEAVING			MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYMENT

Are you a veteran of the U.S. military service? Yes No

If so, which branch _____ Dates of Service _____

Military training and experience relevant to job applied for:

RELATIVES IN OUR EMPLOYMENT

NAME	RELATIONSHIP	NAME	RELATIONSHIP
NAME	RELATIONSHIP	NAME	RELATIONSHIP

OTHER SKILLS & QUALIFICATIONS

Describe your skills, experience, certifications or other training that are relevant to the job sought (including membership in any trade organizations or professional societies):

REFERENCES — Give three references (not relatives)

NAME	OCCUPATION	YEARS KNOWN	PHONE	ADDRESS
NAME	OCCUPATION	YEARS KNOWN	PHONE	ADDRESS
NAME	OCCUPATION	YEARS KNOWN	PHONE	ADDRESS

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 and 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 to employ me. 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.*

Applicant's Signature: _____ Date _____

EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY: *It is the policy of the Town of Manchester to provide equal opportunity in employment and to administer employment policies without regard to race, color, religion, national origin, sex, sexual orientation, ancestry, place of birth, age, physical or mental condition, HIV status or veteran status. This policy applies to every aspect of employment practices including, but not limited to, the following:*

Recruiting, hiring and promoting in all job classifications without regard to race, color, religion, national origin, sex, sexual orientation, ancestry, place of birth, age, physical or mental condition, HIV status or veteran status, except where such a factor can be demonstrated as a bona fide occupational qualification.

Other personnel actions such as compensation, benefits, transfers, layoffs, training and assignments will also be administered without regard to race, color, religion, national origin, sex, sexual orientation, ancestry, place birth, age, physical or mental condition, HIV status or veteran status, except where such a factor can be demonstrated as a bona fide occupational qualification.

Please return completed application from to:

Director of Operations and Human Resources
Town Manager's Office
Town of Manchester
6039 Main Street
Manchester Center, T 05255

802-362-1313 opt 2
802-362-1314 (fax)
hr@manchester-vt.gov