



## TOWN OF MANCHESTER

### Employment Application

<b>Full Time</b> _____	Full Time Position Applying For:	
<b>Seasonal</b> _____	If <b>Seasonal</b> , please mark which position you are applying for:	
_____ Camp Director	_____ Lifeguard	_____ Facilities Maintainer
_____ Assistant Camp Director	_____ Swim Team Coach	_____ School Bus Operator
_____ Camp Counselor	_____ Assistant Swim Team Coach	_____ Basketball Referee
_____ Head Lifeguard	_____ Other: _____	

Date available to start: \_\_\_\_\_ 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.

**Personal Data**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ email: \_\_\_\_\_

List any other names you have been known by, including maiden name: \_\_\_\_\_

Valid Driver's License No: \_\_\_\_\_ State of Issue: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

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:

\_\_\_\_\_

\_\_\_\_\_

**Education Data**

Type of School	Name of School	Location City & State	Major Subject or Course of Study	Highest Grade Completed	Degree Obtained
High					
College					



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Graduate					
Other (Specify)					

**Work History** – List your most recent job 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	NAME AND ADDRESS OF	POSITION & PHONE
FROM	NAME OF BUSINESS	POSITION
TO	ADDRESS OF BUSINESS	PHONE
BRIEF DESCRIPTION OF DUTIES		
REASON FOR LEAVING		
MAY WE CONTACT THIS EMPLOYER		

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**TOWN OF MANCHESTER**

BRIEF DESCRIPTION OF DUTIES
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MAY WE CONTACT THIS EMPLOYER

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FROM	NAME OF BUSINESS	POSITION
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BRIEF DESCRIPTION OF DUTIES		
REASON FOR LEAVING		
MAY WE CONTACT THIS EMPLOYER		

**Relatives in Our Employment**

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):

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**References** – Give three references (not relatives)

NAME	OCCUPATION	YEARS KNOWN	PHONE	ADDRESS



**TOWN OF MANCHESTER**

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**Please return completed application to:**

**Town of Manchester  
40 Jeff Williams Way  
Manchester Center, VT 05255  
802-362-1313**

**Certificate of Applicant** (Please 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 education 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 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 bonafide occupational qualification.

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