

TOWN OF HOPKINTON, NEW HAMPSHIRE

Office of Selectmen

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APPLICATION FOR EMPLOYMENT

The Town of Hopkinton does not discriminate in hiring on the basis of race, color, religion, sex, marital status, handicap or national origin. No question on this application is intended to secure information to be used for such discrimination.

Date: _____

I. General Information

Name _____
Last First Middle Social Security No.

Present Address _____
Street Address Tel. No. (Home)

City State Zip Code Tel. No. (Work)

How long have you lived at your present address? _____

Who should be contacted in case of emergency? _____

List addresses where you have lived within the past five years:

Military Record: _____
Branch Date Occupation Type of Discharge

Actual Position applying for: _____

Hours available: _____ Date you may begin: _____

List any elected or appointed position you may presently hold in the Town of Hopkinton:

List any relative working for the Town of Hopkinton: _____

Were you previously employed by us? _____ If yes, when? _____

Have you ever been bonded? _____

Have you had a major illness within the past five years? _____ If yes, describe _____

Do you have any physical defects which prohibits you from performing certain types of work, or have you ever been advised by a physician not to perform certain types of work? _____
 If yes, explain _____

Please give date of last complete physical: _____

II. Education

	Name/Address	Circle Last Year Completed				Month & Year of Graduation
High School	_____	1	2	3	4	_____
College	_____	1	2	3	4	_____
Grad. Work	_____	1	2	3	4	_____
Other	_____					

List any experience, skills or qualifications which you feel would especially be important in considering you for this position: _____

III. Personal References (Not former employers or relatives)

	Name & Occupation	Address	Tel. No.
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

IV. Past Employment

If you are presently employed, why do you desire to change your position? _____

Starting with present or most recent, list all previous employers. Do not, however, list more than ten years prior. Please include self-employment, summer and part-time jobs.

From	To	Name of Employer	Start Pay	Finish Pay	Supervisor's Name	Reason For Leaving
		Address of Employer			Supervisor's Title	

Describe in detail the work you did: _____

From	To	Name of Employer	Start Pay	Finish Pay	Supervisor's Name	Reason For Leaving
		Address of Employer			Supervisor's Title	

Describe in detail the work you did: _____

From	To	Name of Employer	Start Pay	Finish Pay	Supervisor's Name	Reason For Leaving
		Address of Employer			Supervisor's Title	

Describe in detail the work you did: _____

May we contact the employers listed above? _____ If not, indicate which employers you do not wish us to contact _____

Have you ever been convicted of a criminal offense? _____ If so, please describe _____

I hereby certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

In processing this employment application, the Town of Hopkinton may consent to make an investigation which may include information on my personal history.

Date _____

Signature of Applicant _____