

Town of Exeter
Human Resources
10 Front Street
Exeter, NH 03833

APPLICATION FOR EMPLOYMENT

The Town of Exeter 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, 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: _____ Email address: _____
(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 of Exeter before? Yes No If yes, where? _____

WORK EXPERIENCE: PRESENT OR MOST RECENT EMPLOYMENT

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

Telephone _____ Type of Business _____ Job Title _____

May We Contact Your Present Employer? Yes No Employed From _____ to _____
(MM/YY) (MM/YY)

Name and Title of Immediate Supervisor _____

Duties Performed _____

Starting Salary _____ Final Salary _____ Reason for Leaving _____

PREVIOUS EMPLOYMENT:

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

Telephone _____ Type of Business _____ Job Title _____

Employed From _____ to _____
(MM/YY) (MM/YY)

Name and Title of Immediate Supervisor _____

Duties Performed _____

Starting Salary _____ Final Salary _____ Reason for Leaving _____

PREVIOUS EMPLOYMENT:

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

Telephone _____ Type of Business _____ Job Title _____

Employed From _____ to _____
(MM/YY) (MM/YY)

Name and Title of Immediate Supervisor _____

Duties Performed _____

Starting Salary _____ Final Salary _____ Reason for Leaving _____

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

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, machines, computer programs, etc.) _____

GENERAL:

Position applying to? _____ 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

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

Are you available to work: Full-time Part-time Temporary If part-time, indicate maximum hours per week _____

NOTICE: PLEASE READ BEFORE SIGNING

- If hired, I agree to abide by the rules and policies of the Town of Exeter.
- 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 without notice, at any time, at the option of either the Town of Exeter 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 of Exeter 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 the Town of Exeter's 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