

Position(s) Applied For: _____

What is your minimum salary requirement? \$ _____

Dates available to work:

EDUCATIONAL HISTORY:

School	Name and Location	Course of Study	Number of Years or Grade Completed	Degree or Diploma	Dates
Graduate / Professional					From: To:
College					From: To:
High School					From: To:
Elementary					From: To:
Other					From: To:

EMPLOYMENT HISTORY:

Please list present or most recent employer first (use other side of application if necessary). List all full-time and part-time employment held in the past ten (10) years. You may include any verified work performed on a volunteer basis. You may exclude organizations which indicate race, color, religion, creed, gender, national origin, age, disability, marital or military status, genetic information, sexual orientation, or any other legally protected status. Continue on a separate sheet if necessary.

1. Employer : _____

Address : _____

Telephone No. () _____

Employed: From : _____ Mo./Yr. To : _____ Mo./Yr.

Salary : Start : _____ End : _____

Job Title: _____

Job Duties and Responsibilities :

Reason for Leaving : _____

Supervisor's Name : _____

May We Contact Employer ? Yes _____ No _____

Reason (if no) _____

2. Employer : _____

Address : _____

Telephone No. () _____

Employed: From : _____ Mo./Yr. To : _____ Mo./Yr.

Salary : Start : _____ End : _____

Job Title: _____

Job Duties and Responsibilities :

Reason for Leaving : _____

Supervisor's Name : _____

May We Contact Employer ? Yes _____ No _____

Reason (if no) _____

3. Employer : _____

Address : _____

Telephone No. () _____

Employed: From : _____ Mo./Yr. To : _____ Mo./Yr.

Salary : Start : _____ End : _____

Job Title: _____

Job Duties and Responsibilities :

Reason for Leaving : _____

Supervisor's Name : _____

May We Contact Employer ? Yes _____ No _____

Reason (if no) _____

4. Employer : _____

Address : _____

Telephone No. () _____

Employed: From : _____ Mo./Yr. To : _____ Mo./Yr.

Salary : Start : _____ End : _____

Job Title: _____

Job Duties and Responsibilities :

Reason for Leaving : _____

Supervisor's Name : _____

May We Contact Employer ? Yes _____ No _____

Reason (if no) _____

5. Employer : _____

Address : _____

Telephone No. () _____

Employed: From : _____ Mo./Yr. To : _____ Mo./Yr.

Salary : Start : _____ End : _____

Job Title: _____

Job Duties and Responsibilities :

Reason for Leaving : _____

Supervisor's Name : _____

May We Contact Employer ? Yes _____ No _____

Reason (if no) _____

Has any of the following happened to you in the last ten (10) years?

- 1 – Fired from a job.
- 2 – Quit a job after being told you would be fired.
- 3 – Left a job following allegations of misconduct.
- 4 – Left a job following allegations of unsatisfactory performance.
- 5 – Left a job for other reasons under unfavorable circumstances.

Use the numbers above under “code” to explain the reason your employment was ended.

Date (Month / Year)	Code	Employer's Name and Address

Please provide a detailed explanation for each instance entered in the above chart. Attach additional pages as needed:

GENERAL INFORMATION: (Please Circle YES or NO)

If you are under 18 years of age, can you provide required proof of your eligibility to work? YES NO

Have you ever applied for a position with the Town of Ware before? YES NO

If YES, when? _____

Have you ever been employed by the Town of Ware? YES NO

If YES, when and why did you leave? _____

Are you authorized to work in the United States on an unrestricted basis?
(Proof of citizenship or immigration status will be required upon employment) YES NO

Have you been convicted of a felony?
(Conviction will not necessarily disqualify and applicant from employment) YES NO

If yes, please explain * _____

Have you been convicted of a misdemeanor other than a first conviction for any of the following misdemeanors; drunkenness, simple assault, speeding, minor traffic violations, affray or disturbing the peace within the last five years? YES NO

If yes, please explain * _____

*An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to any inquiry herein relative to prior arrests, criminal court appearances, or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all

cases of delinquency or as a child in need of services which did not result in a complaint transferred to superior court for criminal prosecution.

Are you currently on "Lay-off" status and subject to recall? YES NO

Do you hold a valid driver's license? YES NO

PERSON TO BE NOTIFIED IN CASE OF AN EMERGENCY:

Name: _____

Address: _____

Telephone No.: () _____

PERSONAL REFERENCES (Do not include former employers or relatives):

<i>Name / Occupation</i>	<i>Address</i>	<i>Telephone No.</i>

Applicant's Statement

I certify under the pains and penalties of perjury that all statements made by me on this application (and attached resume, if applicable) are true and complete to the best of my knowledge and that I have withheld nothing, which if disclosed would affect this application unfavorably. I understand that should I be hired, any false statements, omissions or answers made by me on this application can result in my immediate termination.

I authorize the Town of Ware to obtain my previous work records, employment records, character references and any other information concerning character, ability, habits and all other necessary information. I agree that the Town of Ware will not be liable in any respect if a job offer is not extended, is withdrawn, or my employment is terminated because of false statement(s), omission(s) or answer(s) made by me on this application. I agree that my previous employers shall not be liable with regard to any information provided by them in connection with this release.

If an offer of employment is made, the Town of Ware may specify that it is contingent upon the results of a medical exam. I freely and voluntarily agree to submit to a pre-employment physical and/or drug screen, as it relates to the requirements of a specific job, as part of my pre-employment application. I understand that either refusal to submit to such screening or failure to qualify according to the minimum standards established by the Town of Ware for this screening may disqualify me from further consideration for employment. Further, I understand that any positive drug test results will be communicated in a confidential manner.

In compliance with the Immigration and Reform and Control Act of 1986, I understand that I will be required to provide approved documentation that verifies my right to work in the United States on my first day of employment.

I understand also, that I am required to abide by all rules, policies and regulations of the employer.

I hereby acknowledge that I have read in full and understand the above conditions of employment.

Date

Signature of Applicant