

754 North Groton Rd, Groton, NH 03241

APPLICATION FOR EMPLOYMENT

PERSONAL:

Name _____ Social Security Number _____
(Last) (First) (Middle)

Mailing Address _____ Telephone _____
(Street) (City) (State) (Zip Code) (include area code)

Physical Address (if different) _____ Email: _____
(Street) (City) (State) (Zip Code)

EMPLOYMENT DESIRED:

Are you able to work full time ___ part time ___ temporary ___ If part time, indicate maximum hours per week ___
Position you are applying for _____ Starting salary desired _____
Can you perform the essential functions of the job with or without reasonable accommodation? ___ Yes ___ No
Date available for work _____ Are you currently on layoff or leave from another employer? ___ Yes ___ No
Are you employed now? _____ If so, may we contact your present employer? _____
Have you ever applied for employment here before? ___ Yes ___ No If yes, when? _____
Have you ever worked for the Town of Groton before? ___ Yes ___ No If yes, where? _____
Dates of employment with the Town of Groton _____ Reason for leaving _____
How did you hear about this job or who were you referred by? _____

GENERAL:

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 or older? ___ Yes ___ No
Subjects of Special Study or research work: _____
Special Skills: _____
Military Service/Dates/Branch/Experience: _____

WORK EXPERIENCE: PRESENT OR MOST RECENT EMPLOYMENT:

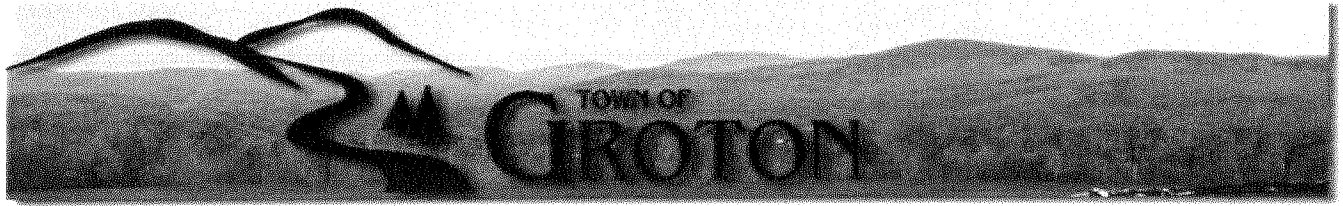
Employer _____ Address _____
(Street) (City) (State) (Zip Code)

Are you employed here now? ___ Yes ___ No If yes, may we contact your present employer? ___ Yes ___ No
Name and Title of
Telephone _____ Type of Business _____ Immediate Supervisor _____
(include area code)

Employed From _____ to _____ Job Title _____
(Month, Year) (Month, Year)

Duties performed _____

Starting Salary _____ Final Salary _____ Reason for leaving _____



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PREVIOUS EMPLOYMENT:

Employer _____ Address _____
 (Street) (City) (State) (Zip Code)
 Telephone _____ Type of Business _____ Name and Title of _____
 (include area code) Immediate Supervisor _____
 Employed From _____ to _____ Job Title _____
 (Month, Year) (Month, Year)
 Duties performed _____
 Starting Salary _____ Final Salary _____ Reason for leaving _____

PREVIOUS EMPLOYMENT:

Employer _____ Address _____
 (Street) (City) (State) (Zip Code)
 Telephone _____ Type of Business _____ Name and Title of _____
 (include area code) Immediate Supervisor _____
 Employed From _____ to _____ Job Title _____
 (Month, Year) (Month, Year)
 Duties performed _____
 Starting Salary _____ Final Salary _____ Reason for leaving _____

EDUCATION:

	Name	City/State	Degree Received Yes or No	Type of Degree Diploma or GED	Major
High School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
Trade School	_____	_____	_____	_____	_____

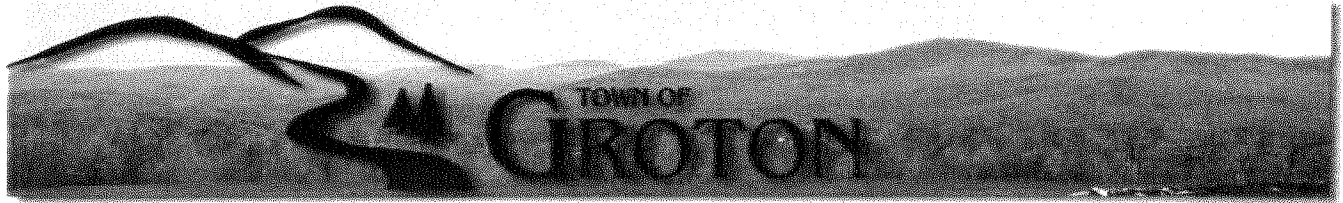
Commercial Courses completed (Include skills, typing, shorthand, business machines, personal computers, etc.)

CONVICTION INFORMATION:

Have you been convicted of a crime (including pleading guilty or no contest) that has not been annulled by a court, including minor traffic violations? ___ Yes ___ No (If yes, please fill in information below.)

Conviction information will not necessarily bar an applicant from employment.

Date	Charge	Disposition of Case/ Agency
_____	_____	_____
_____	_____	_____



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NOTICE: PLEASE READ BEFORE SIGNING

- If I am hired, I agree to abide by the rules and policies of the Town of Groton.
- 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 Groton 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 including the Town of Groton and it's agents from all liability for any damage that may result from furnishing same to you.
- 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 Groton 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 it to me, and I fully understand it.

(Print name)

(Signature)

(Date)

The Town of Groton 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, citizenship status, or any other basis protected by law. Equal access to programs, services and employment is available to all persons. Those applicants who require reasonable accommodation to complete the application and/or interview process should notify the Administrative Assistant for the Town of Groton.