

CITY OF
NEW SHARON
APPLICATION
for
EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Equal Employment Policy of the City of New Sharon is that all applicants and employees, regardless of race, color, religion, sex, national origin, age or handicap shall not be discriminated against in any employment matter, including recruiting and hiring, working condition, training programs, promotions, upgrading, advancement, and all other terms and conditions of employment.

APPLICATION FOR EMPLOYMENT

Name _____ Social Security No. _____

Address _____
Street City State Zip

Are you a U.S. Citizen, or do you have a legal right to work in this country? _____

Home Phone _____ Other Phone _____

What position are you applying for? _____

Starting Salary You Desire \$ _____ Have you worked for us before? _____

If yes, when? _____

If hired, what date would you be available to start work? _____

Have you ever been convicted of a crime other than a misdemeanor? ____ Yes ____ No

If yes, please provide relevant details and dates _____

EDUCATIONAL BACKGROUND

Type of School	Name & Address	# Years Attended	Graduate	Course/Major	Degree
High School	_____	_____	Yes ___ No ___	_____	_____
College	_____	_____	Yes ___ No ___	_____	_____
Other (Specify)	_____	_____	Yes ___ No ___	_____	_____

MACHINE OPERATIONS, LICENSING AND TRAINING

Truck _____ Tractor _____ Snow Plow _____ Maintainer _____ End Loader _____

Computers _____ CDL License _____ Construction experience _____ yrs _____

Water Treatment Grade Level I needs 6 months experience and 3 CEU's _____

Water Distribution Grade Level II needs 3 years experience or 18 months experience and 67.5 CEU's _____

Wastewater Lagoon Grade Level I _____

EMPLOYMENT HISTORY

Current Employer _____

Address _____ Phone # _____
Street City State Zip

Worked From _____ To _____ Salary: Starting _____ Present _____

Name of Immediate Supervisor and Title _____

Position Held _____

Describe Your Duties and Responsibilities _____

Explain fully why you wish to leave or have left _____

Next Previous Employer _____

Address _____ Phone # _____
Street City State Zip

Worked From _____ To _____ Salary: Starting _____ Present _____

Name of Immediate Supervisor and Title _____

Position Held _____

Describe Your Duties and Responsibilities _____

Explain fully why you wish to leave or have left _____

Next Previous Employer _____

Address _____ Phone # _____
Street City State Zip

Worked From _____ To _____ Salary: Starting _____ Present _____

Name of Immediate Supervisor and Title _____

Position Held _____

Describe Your Duties and Responsibilities _____

Explain fully why you wish to leave or have left _____

May we contact the previous employers on this application? _____yes _____no

If not, indicate which one(s) and why: _____

If employed under another name, please indicate: _____

Occasionally, the form of an application blank makes it difficult for an individual to summarize his or her complete background adequately. Please use the space below to provide us with any additional information regarding your qualifications.

Thank you for completing this application and for your interest in employment with us. Your application will remain on file with us for 6 months.

PLEASE READ CAREFULLY

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby give the City of New Sharon the right to make a thorough investigation of my past employment, education, and background and I release from liability all persons, companies or corporations supplying such information.* I also release the City of New Sharon and employees and agents from any liability which might result from making such investigation. I understand that any false answers or statements or implications made by me in this application or other required documents shall be considered sufficient cause for denial of employment or discharge.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the City of New Sharon and myself, either for employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no promise or guarantee is binding upon the City of New Sharon or any of their employees or agents. If an employee relationship is established, I understand that I have the right to terminate employment at any time for any reason, and that the City of New Sharon retains a similar right.

I understand that any offer of employment will be conditioned on my providing proof of work eligibility within three (3) business days of commencement of employment.

Signature

Date

*Note: The provisions of the Fair Credit Reporting Act will be applicable if a credit report on the applicant is obtained and considered.