



Town of Meredith
 Town Manager's Office
 41 Main Street
 Meredith, NH 03253
 Tel: (603) 677-4205
 Fax: (603) 279-1153

APPLICATION FOR EMPLOYMENT

Please print in ink or type. Answer every question clearly and completely. Where a question does not apply, answer N/A. Completed applications may be mailed or hand-delivered.

Applications are only accepted for jobs in which are currently open. Be sure to list the title of the job for which you are applying.

POSITION APPLIED FOR: _____

Personal Data

1. Name: (Last) _____ (First) _____ (M) _____

2. Social Security Number: _____

3. Address: Street _____ (City) _____

Mailing: _____ (State) _____ (Zip) _____

4. Telephone: (Area Code) / Number me: _____ Work: _____

Email: _____

5. Are you legally eligible to work in the U.S.? Yes No

6. The Town of Meredith supports the Americans with Disabilities Act. Are you able to perform the specific job functions for which you are applying with or without accommodations? Yes No

7. Have you ever worked for the Town of Meredith? Yes No

If yes, which department? _____ When? _____

8. If the position for which you are hired requires driving of a Town vehicle, you must produce an appropriate, valid driver's license. Your driving record will be reviewed if your position requires driving a Town vehicle. Your driving record must be within the standards set by the Town's insurance company and the Town in order for you to be permitted to operate a Town vehicle.

9. When would you be available for employment? _____

10. What is the lowest salary you will accept? _____

11. How did you learn about the position for which you are applying? _____

If newspaper, which one, or if a Town employee referral, list name of the employee: _____

Education and Training

12. Indicate the highest educational grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Undergraduate _____ Graduate _____ PhD _____

Name and location of the last high school attended _____

Did you graduate from high school? Yes ___ No ___ If not, have you passed a G.E.D. Test? Yes ___ No ___

<u>School Name and Location</u>	<u>Number of Years</u>	<u>Did you Graduate?</u>	<u>Degree</u>	<u>Major</u>
<u>College or University</u> _____				

Other Education _____

Special Qualifications and Skills (Typing, computer proficiency, foreign languages, professional licenses and certifications, publications, scholastic honors, etc.)

Other Training You Received (For example special courses, work training programs, armed forces training.)

Driving History Data

Questions must be answered by all applicants for positions requiring a motor vehicle operator's license to establish minimum qualifications pursuant to the position classification description. Enter the word "None" where no license or record exists.

List all motor vehicle operator's licenses presently unexpired:

State	Type	License No.	Expiration
_____	_____	_____	_____

Provide Complete Accident Record for Past 3 Years:

Dates	Nature of Accident (Head-on, rear-end, etc.)
Last Accident _____	_____
Next Previous _____	_____
Next Previous _____	_____

Indicate dates of ALL License Suspensions or Forfeitures for the past 3 years:

Experience History

13. Begin with your present position and work back. Include military service and volunteer experience. Additional experience should be listed on a separate sheet of paper or on a personal resume. Be sure to include all requested information, especially as it relates to the job for which you are applying. Resumes may be supplemental. A Town of Meredith application must be completed for any position applied for.

- Present Employer: _____ From _____ To _____
Address _____ Telephone _____
Position Held _____ Salary _____
Duties _____
Reason for leaving? _____
Supervisor's Name _____ May we contact? Yes _____ No _____

- Previous Employer: _____ From _____ To _____
Address _____ Telephone _____
Position Held _____ Salary _____
Duties _____
Reason for leaving? _____
Supervisor's Name _____ May we contact? Yes _____ No _____

- Previous Employer: _____ From _____ To _____
Address _____ Telephone _____
Position Held _____ Salary _____
Duties _____
Reason for leaving? _____
Supervisor's Name _____ May we contact? Yes _____ No _____

- Previous Employer: _____ From _____ To _____
Address _____ Telephone _____
Position Held _____ Salary _____
Duties _____
Reason for leaving? _____
Supervisor's Name _____ May we contact? Yes _____ No _____

14. Background checks are routinely performed prior to hire. May we conduct? _____Yes _____ No If no, please explain.

15. Have you ever been arrested for, or convicted, of a felony that has not been annulled by a court? Omit juvenile offenses and minor traffic violations. Include convictions by general court martial while in the military services. _____Yes _____No

If yes, please explain. (A conviction does not automatically mean that you cannot be employed. The charge and date are important. Give all of the facts so that a decision can be made.)

16. References may be furnished in the space provided below if desired by the applicant.

_____ Name	_____ Name	_____ Name
_____ Address	_____ Address	_____ Address
_____ Telephone	_____ Telephone	_____ Telephone
_____ Relationship	_____ Relationship	_____ Relationship

Attention: This Statement must be signed

I certify that all of the statements and attachments made in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not employing me or dismissing me after I have begun work. I understand that all the information contained in this application may be subject to verification.

I authorize the Town of Meredith to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include but is not limited to, academic, residential, performance, attendance, personal history, disciplinary, arrest and conviction records (both juvenile and adult). Further, I hereby authorize all references, persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume and other documents supplied by me, if any) to provide the Town of Meredith any relevant information that may be required to arrive at an employment decision. I understand that the information release is for the Town of Meredith's use only.

I release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may, at any time, happen to me as a result of compliance, or any attempts to comply with this authorization.

For certain job categories, I may be required to pass, after a conditional offer of employment is made, a physical examination to establish ability to perform the essential functions of the job. I authorize the Town of Meredith to conduct a criminal history check of my record. I understand that any offer of employment is conducted upon the Town's concurrence, before or after such offer is made, that the results of the criminal history check are consistent with the Town's employment standards or expectations of the job for which I am applying. I also understand that the Town of Meredith conducts pre-employment and random drug testing in various departments.

Signature of Applicant

Date

**The Town of Meredith is an Equal Opportunity Employer
Discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin, sexual orientation or any other non-merit factor is strictly prohibited.**