

**TOWN OF WESTHAMPTON
APPLICATION FOR EMPLOYMENT**

The Town of Westhampton is an equal opportunity employer dedicated to a policy of non-discrimination employment on any basis including race, color, creed, ancestry, religion, gender, national origin, age, marital or veteran status, handicap or disability, sexual orientation or any other legally protected status.

The filing of an application for employment is a preliminary step to employment and does not imply that the applicant is bound to accept employment or eventually be hired. It is agreed and understood that this application for employment in no way obligates the employer to employ the applicant.

Instructions: Type or print clearly in blue or black ink. Answer all questions. Sign, date and return the form to the Administrative Assistant.

DATE OF APPLICATION _____

PERSONAL INFORMATION

NAME _____
Last, First Middle

ADDRESS _____
Street City, State Zip

PHONE _____ **EMAIL** _____

How did you learn about us?

Are you eligible to work in the United States?

If you are under 18, do you have an employment/age certificate?

POSITION/AVAILABILITY:

Position applied for:

What date are you available to start work?

EDUCATION:

Name and Address of School - Degree/Diploma – Did you Graduate?

Skills and Qualifications: Licenses, Skills, Training, Awards

EMPLOYMENT HISTORY:

Present Or Last Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____ Email: _____

Position Title: _____ From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

Previous Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____ Email: _____

Position Title: _____ From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

If additional space is needed, attach a separate sheet(s), following the format on this page.

May We Contact Your Present Employer?

Yes _____ No _____

References:

Name/Title Address Phone

I certify that information contained in this application is true and complete.

I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____

Date _____

FOR OFFICE USE ONLY:

Interviewer: _____ Date Interviewed: _____

Hired: Yes _____ No _____

If yes, Date: _____

Position: _____

Start Date: _____

Rate of Pay: _____

Revised 3/1/2014