



TOWN OF SEABROOK, NEW HAMPSHIRE

99 Lafayette Road, Seabrook, NH 03874

Mailing Address: PO Box 456, Seabrook, NH 03874

Application for Employment

(please print or type)

Employees of the Town and applicants for employment shall without regard to race, sex, color, religious creed, national origin or ancestry, age, veteran status, sexual orientation, marital status or maiden name, political affiliation or disability be afforded equal opportunity in all aspects of employment. NOTE: *If you will require special accommodation in order to apply for this position, please notify the Town Manager's Office prior to the deadline for submitting applications.*

PERSONAL INFORMATION

Date of Application:

Position Applied for and Department:

Availability (full-time, part-time, seasonal):

Full Name (first, middle, last):

Address (street/city/state/zip):

Home Phone: ()

Work Phone: ()

Have you ever been employed with the Town before: NO () YES ()

If YES, please provide:

Title of Position Held:

Termination Date:

Reason for Leaving:

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

Are you a citizen of the United States? NO () YES ()

If NO, can you provide proof that you are eligible to work in the United States, in accordance with the

Immigration Reform and Control Act? NO () YES ()

EDUCATION

Circle the highest grade completed: 5 6 7 8 9 10 11 12 College: 1 2 3 4 5 6 6+

| | School (name, city, state) | Diploma/Degree | Dates Attended | Course of Study Major/Minor |
|---|----------------------------|-------------------|----------------|-----------------------------|
| High School/GED | | Yes () No () | From: To: | |
| Undergraduate College/University | | Yes () No () | From: To: | |
| Graduate College/University | | Yes () No () | From: To: | |
| Other Education, i.e. Technical, Business | | Yes () No () | From: To: | |

EMPLOYMENT HISTORY

(Please list your most recent employer first, and account for any gaps in employment.)

Company:

Full Address:

Your Title:

Employed From:

Employed To:

Salary or Rate of Pay

Starting:

Ending:

Responsibilities:

Supervisor's Name:

Phone Number: ()

Reason for Leaving:

May we contact your present employer: NO () YES ()

Company:

Full Address:

Your Title:

Employed From:

Employed To:

Salary or Rate of Pay

Starting:

Ending:

Responsibilities:

Supervisor's Name:

Phone Number: ()

Reason for Leaving:

Company:

Full Address:

Your Title:

Employed From:

Employed To:

Salary or Rate of Pay

Starting:

Ending:

Responsibilities:

Supervisor's Name:

Phone Number: ()

Reason for Leaving:

**IF NEEDED, PLEASE ATTACH ADDITIONAL SHEETS
TO INCLUDE ADDITIONAL EMPLOYMENT HISTORY.**

MILITARY SERVICE

Have you ever served in the U.S. Armed Forces? YES () NO ()

If YES, what branch?

Rank at Discharge:

Type of Discharge:

Date of Discharge:

Describe any training received which would be relevant to the position for which you are applying:

SPECIFIC SKILLS

List technical/professional licenses or certifications you hold:

List office machines, heavy equipment, vehicles and other machinery you can operate:

Indicate any specialized training you have received:

DRIVER'S LICENSES/History (Use additional sheets as necessary)

List all presently unexpired motor vehicle operator's licenses you hold:

| | | | |
|-----------|---------------|----------------------|---------------|
| License # | Issuing State | Expiration Date: / / | License Type: |
|-----------|---------------|----------------------|---------------|

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|-----------|---------------|----------------------|---------------|
| License # | Issuing State | Expiration Date: / / | License Type: |
|-----------|---------------|----------------------|---------------|

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|-----------|---------------|----------------------|---------------|
| License # | Issuing State | Expiration Date: / / | License Type: |
|-----------|---------------|----------------------|---------------|

Please complete motor vehicle accident record for past 3 years

| Dates | Nature of Accident (Head-on, Rear-end, etc.) |
|----------------|--|
| Last Accident: | |
| Next previous: | |
| Next previous: | |

Indicate ALL traffic convictions during the past 7 years (other than parking violations) and dates of ALL license suspensions or forfeitures during the past 7 years.

| Location | Date | Description |
|----------|------|-------------|
| | | |
| | | |
| | | |

CRIMINAL HISTORY

Have you ever been convicted of a felony or misdemeanor that has not been annulled by a court?

If yes, explain fully (use additional sheets of paper if needed). **This section must be completed if applicable.**

REFERENCES

List three (3) personal references who are not former employers or related to you:

| Name and Occupation | Full Address | Phone Number | Relationship |
|---------------------|--------------|--------------|--------------|
| | | | |
| | | | |
| | | | |

MISCELLANEOUS ADDITIONAL INFORMATIONHave you ever applied for a position with us before? Yes () No ()

If Yes, give date and the position:

Use this space for any further information you think would help us evaluate your application:

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CERTIFICATION AND AGREEMENT

PLEASE READ CAREFULLY BEFORE SIGNING

I CERTIFY that all entries on this application for employment, and attachments, are true and complete, and, that I understand that any falsification of information herein, material half-truths, misstatements or omissions, regardless of their time of discovery, may cause forfeiture on my part to any employment with the Town of Seabrook. I understand that all information on this application is subject to verification and I consent to the contacting of references, former employers and educational institutions regarding this application.

I AUTHORIZE the Town of Seabrook to obtain any information from schools, employers, or individuals relating to my activities. This information may include, but is not limited to: academic, achievement, performance, attendance, personal history, disciplinary. 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 or other documents supplied by me) to provide the Town of Seabrook any relevant information that may be required to arrive at an employment decision. I understand that the information release is for the Town of Seabrook'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 and/or attempts to comply with this authorization.

 Applicant's Signature

 Date

**THE TOWN OF SEABROOK
IS AN EQUAL OPPORTUNITY EMPLOYER**