



# TOWN OF HILLSBOROUGH

27 School Street, Hillsborough NH 03244

Tel. (603) 464-3877 Fax (603) 464-4270

## APPLICATION FOR EMPLOYMENT

The Town of Hillsborough 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, or any other basis protected by law.

Position Desired: \_\_\_\_\_

### PLEASE PRINT (USE INK)

#### PERSONAL:

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
(Last) (First) (Middle)

Current Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
(Street) (City) (State) (Zip Code) (Include Area Code)

Permanent Address (if different) \_\_\_\_\_ Telephone: \_\_\_\_\_  
(Street) (City) (State) (Zip Code) (Include Area Code)

Have you ever applied for employment here before? \_\_\_\_ Yes \_\_\_\_ No If yes, when? \_\_\_\_\_

Have you ever worked for the Town before? \_\_\_\_ Yes \_\_\_\_ No If yes, When? \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

#### EDUCATION:

School	Name & Location	Years Completed	Last Year Attended	Diploma or Degree	Major Courses
High					
College					

Commercial courses completed (Include skills, typing, shorthand, business machines, personal computers, etc.) \_\_\_\_\_

#### 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 old or older? \_\_\_\_ Yes \_\_\_\_ No

Are you available to work full-time \_\_\_\_\_ part-time \_\_\_\_\_ temporary \_\_\_\_\_? If part-time, indicate maximum hours per week \_\_\_\_\_

Starting salary desired \_\_\_\_\_

**WORK EXPERIENCE: PRESENT OR MOST RECENT EMPLOYMENT**

Employer: \_\_\_\_\_ Address \_\_\_\_\_  
(Street) (City) (State)

May We Contact Your Present Employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

Telephone \_\_\_\_\_ Kind of Business \_\_\_\_\_  
(Include Area Code)

Immediate Supervisor \_\_\_\_\_

Employed From \_\_\_\_\_ to \_\_\_\_\_ Job Title \_\_\_\_\_  
(Mo., Yr.) (Mo., Yr.)

Duties Performed \_\_\_\_\_  
\_\_\_\_\_

Starting Salary \_\_\_\_\_ Final Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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Duties Performed \_\_\_\_\_

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(Street) (City) (State)

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(Include Area Code)

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Duties Performed \_\_\_\_\_

Starting Salary \_\_\_\_\_ Final Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**(Use Additional sheets if necessary to describe all previous employment)**



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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 Hillsborough
- 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 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 from all liability for any damage that may result from furnishing same to you. I also release the Town of Hillsborough and its agents from all liability from damages arising from this research of my background.
- 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 Town 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 to me, and I fully understand it.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)