

Today's Date: _____

EMPLOYMENT APPLICATION FOR TOWN OF HEMINGWAY

Federal law prohibits discrimination in hiring or employment on the basis of race, color, sex, religion, disability, nationality origin, citizenship, or on the basis of age. No question on this application is intended to secure information to be used for such discrimination. Proof of identity and work authorization will be required upon employment in accordance with federal regulations. This Company plans to verify the accuracy of the statements you make on this application. This application will receive consideration for sixty days. If you have not heard from the Company within sixty days and wish to receive further consideration for employment, you must reapply in person.

PERSONAL INFORMATION

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip)

Social Security Number: _____

Are you 18 years or older? Yes or No If no, list date of birth ____/____/____
(mo)(day)(year)

Are you legally eligible for employment in the US? Yes or No
(Documents verifying eligibility must be presented within three days of employment)

Telephone Number _____

EMPLOYMENT

Position Desired _____ Salary Desired _____

Are you employed now? Yes or No

May we contact your present employer? Yes or No

Have you ever worked here before? Yes or No When? _____

Are you restricted to working only certain hours of the day? Yes or No

If yes, indicate the hours you are available. _____

Are you restricted from working certain days of the week? Yes or No

If yes, indicate the days you are available. _____

When can you report to work? _____

Type of employment desired? Part-time Full-Time Temporary

Have you ever been terminated or asked to resign from any job? Yes or No

If yes, please explain _____

RELATIVES IN OUR EMPLOYMENT

Name	Relationship	Name	Relationship

REFERENCES Give three references who are not relatives or former employers.

Name	Occupation	Years Known	Phone #	Address

AFFIDAVIT

I authorize, without liability, investigation of all statements in this application. I authorize all schools which I attended and all previous employers to furnish to the Company my record, reason for leaving and all information they may have concerning me, and I hereby release them and the Company from all liability for any damage whatsoever arising wherefrom.

I understand that the Company may investigate my driving record, educational background, criminal record, and credit history. I understand I may be notified if such an investigative report is obtained and that I will have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of information concerning the nature and scope of the investigation.

Following an offer of employment, and, as a continuing condition of employment should I be hired, the Company may require that I submit to a medical examination. The Company also reserves the right to require me to undergo drug and alcohol testing prior to employment or at any time during my employment, to the extent permitted by law.

I understand that in event of my employment by the Company, it shall be sufficient cause for dismissal if any of the information I have given in this application is false, misstated, or if I have failed to give any information herein requested. I understand that proof of identity and work authorization will be required upon employment in accordance with federal regulations. In event of my employment by the Company, I agree to abide by all present and subsequently issued rules of the Company.

I understand and agree that, if hired, my employment is "at will". This means that either I or the Company may end the employment relationship at any time and for any or no reason.

SIGNATURE: _____ DATE: _____

CRIMINAL BACKGROUND

Have you ever plead guilty to, "no contest" to, or been convicted of a crime other than a minor traffic violation? Yes No If "yes" please state citation, date, and place where offense occurred. (A "yes" answer will not automatically disqualify you from consideration.)

Do you have any criminal charges pending? Yes or No If yes, give dates and details

DRIVING INFORMATION

Do you have a current driver's license? Yes or No Class: _____
State: _____ Lic. No.: _____ Expiration Date: _____

Has your driver's license ever been suspended or revoked? Yes or No

If yes, please explain circumstances: _____

Please list all moving traffic violations in the past five years:

Offense	Date	Location	Offense	Date	Location
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

PREVIOUS EXPERIENCE

Please circle any actual experience that you have in any of the following positions.

OFFICE: Controller, Office Manager, Bookkeeper, Accounts Receivable, Accounts Payable, Payroll Clerk, Date Entry, Cashier SALES/LEASING: Sales Manager, Finance Manager, Leasing Manager After Market Sales, New Car Sales, Used Car Sales, Truck Sales, Fleet Manager, SERVICE/REPAIR: Service Manager, Service Advisor, Dispatcher, Shop Foreman, Technician, Electrician, Painter, Body Repair, Get Ready/Prep, PARTS: Parts Manager, Parts Counter, Parts Stocker, Parts Driver OTHER: _____

SPECIAL SKILLS

What knowledge, special training or computer skills, and/or qualifications have you acquired from employment or other experience? Include any specific equipment that you can proficiently operate. _____

EDUCATION

School Name	Years Completed:	Diploma or Degree	Describe Course of Study/Major	Describe Specialized Training, Experience, Skills Extra-curricular activities
	Elementary 4 5 6 7 8			
	High School 9 10 11 12			
	College 1 2 3 4			
	Graduate School 1 2 3 4			
	Trade or Correspondence			
	Other			

WORK EXPERIENCE

Period of Employment (Month/Year)	Name and Address of Company	Positions Held or Duties Performed	Rate of Pay
Name of Supervisor at the time of separation:			
Reason for Leaving			
Period of Employment (Month/Year)	Name and Address of Company	Positions Held or Duties Performed	Rate of Pay
Name of Supervisor at the time of separation:			
Reason for Leaving			
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