

Town of Rutland Application for Employment

Name: _____

Address: _____

Phone: _____ email: _____

Position applying for: _____ Date: _____

Education:

Name of High School _____

Attended from what year _____ To what year _____

Do you have a diploma or GED _____

Any college experience or degree _____

Previous Employment:

Company name: _____

Address or Phone number _____

Responsibilities while there _____

How long were you there _____

Name of immediate supervisor _____

Company name: _____

Address or Phone number _____

Responsibilities while there _____

How long were you there _____

Name of immediate supervisor _____

Company name: _____

Address or Phone number _____

Responsibilities while there _____

How long were you there _____

Name of immediate supervisor _____

Other References:

Name _____ Relationship _____

Phone number: _____ and/or email _____

Name _____ Relationship _____

Phone number: _____ and/or email _____

Name _____ Relationship _____

Phone number: _____ and/or email _____

What are you compensation expectations and why: _____

Certification, Authorization, and Signature:

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.

I authorize any person, organization, or company listed on this application to furnish you any and all information concerning my previous employment, education, and qualifications for employment. I also authorize you to request and receive such information.

In consideration for my employment, I agree to abide by the rules and regulations of the Town, which rules may be changed, withdrawn, added or interpreted at any time, at the Town's sole option and without prior notice to me.

I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the Town or myself.

I understand any offer of employment will be subject to a criminal record check and pre-employment drug test.

Applicant signature: _____ Date: _____