

**TOWN OF WARRENSBURG**

**EMPLOYMENT APPLICATION**

Position you are applying for: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Are you applying for:  Full Time  Part Time Date available for work: \_\_\_\_\_

**PERSONAL INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Do you have a Driver's license:  Yes  No What Class license: \_\_\_\_\_

If hired are you willing to submit to a drug screening test  Yes  No

Have you ever been convicted of a crime:  Yes  No

If yes, please explain: \_\_\_\_\_

Please be advised the Town will require a physical for insurance purposes if you are hired for a Highway position.

**EDUCATION**

School Name	Location	Yrs Completed	Degree Rec'd

Please list any other training, certifications or licenses held: \_\_\_\_\_

**EMPLOYMENT HISTORY (Please list most recent first)**

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

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

Supervisors Name and Title: \_\_\_\_\_ May we contact them:  Yes  No

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

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

Supervisors Name and Title: \_\_\_\_\_ May we contact them:  Yes  No

Reason for Leaving: \_\_\_\_\_

**REFERENCES (non-family)**

Name	Title	Company	Phone No

**Acknowledgement and Authorization**

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not being hired or for immediate termination of employment at any point in the future if hired. I authorize verification of any or all information listed above.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_