



# APPLICATION FOR EMPLOYMENT

Town of Deerfield  
8 Raymond Road, PO Box 159  
Deerfield, NH 03037  
603-463-8811

## Personal Information

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

Present Address: \_\_\_\_\_  
(street) (city) (state) (zip code)

Telephone Numbers: \_\_\_\_\_  
(Home) (Cell)

Mailing Address: \_\_\_\_\_  
(Street) (City) (State) (Zip code)

E-Mail Address: \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of visa or immigration status:  
 Yes  No? *Proof of citizenship or immigration status will be required upon employment.*

Are you at least 18 years of age:  Yes  No

## Employment Desired

Position applied for: \_\_\_\_\_

Date you can start: \_\_\_\_\_ Referred by: \_\_\_\_\_

Have you ever applied to the Town of Deerfield before?  Yes  No If yes, when? \_\_\_\_\_

Have you ever been employed by the Town of Deerfield?  Yes  No If yes, when? \_\_\_\_\_

Town department & position \_\_\_\_\_ What was your reason for leaving? \_\_\_\_\_

Can you travel if a job requires it?  Yes  No

Can you perform the essential functions of the job with or without reasonable accommodation?  Yes  No

Are you currently on layoff or leave from another employer?  Yes  No

## Education

	Name	City/State	Degree Received Yes or No	Type of Degree Diploma or GED	Major
High School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
Trade School	_____	_____	_____	_____	_____

Do you possess a valid driver's license?  Yes  No

Describe any job-related training and/or skills (include other languages, computer software/ hardware, tools, machinery, etc.): \_\_\_\_\_

List any job-related honors, awards and special accomplishments: \_\_\_\_\_

### **Work Experience: Present or Most Recent Employment**

*Please list ALL employment experiences/work history, starting with your present or last job.  
Be sure to emphasize experience related to the position for which you are applying.  
THIS SECTION MUST BE COMPLETED. DO NOT INDICATE, "SEE RESUME".  
Although resumes may be attached, they may not be submitted in lieu of a completed application.*

Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip code)

May We Contact Your Present Employer?  Yes  No

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

Name and Title of Immediate Supervisor \_\_\_\_\_

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

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

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

### **Previous Employment**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip code)

May We Contact Your Present Employer?  Yes  No

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

Name and Title of Immediate Supervisor \_\_\_\_\_

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

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

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

## **Previous Employment**

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

Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip code)

May We Contact Your Present Employer?  Yes  No

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

Name and Title of Immediate Supervisor \_\_\_\_\_

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

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

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

## **Personal References**

Name	Occupation	Address	Phone Number
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **Conviction Information**

Have you ever been convicted of a crime (including pleading guilty or no contest) that has not been annulled by a court, except for minor traffic violations?  Yes  No (If yes, please fill in information below.)

Conviction information will not necessarily bar an applicant from employment.

Date	Reason	Disposition of Case	Place
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Applicant's Statement

In submitting this application for consideration and as indicated by my signature below, I hereby certify that all responses provided herein and through the application process are true and complete to the best of my knowledge. I authorize the Town of Deerfield and/or its authorized agent(s) to investigate my personal and employment history and financial and credit record. I further authorize investigation of all statements contained in this application for employment as may be deemed necessary in arriving at an employment decision. I understand that should an investigation at any time disclose any misrepresentations and/or falsifications as stated herein, upon any other employment-related form or made during an interview(s), my application will be rejected and should I become or already be employed with the Town of Deerfield, my employment may be terminated.

I understand that if I am employed by the Town of Deerfield, I am required to become familiar with and abide by all rules and regulations of the Town of Deerfield as established and amended from time to time. I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship established with the Town of Deerfield is of an "at will" nature, which means that the employee may resign at any time and the Town of Deerfield may discharge the employee at any time with or without cause. I further understand that this "at will" employment relationship may not be changed by any written instrument or by conduct unless such change is specifically acknowledged in writing by an authorized representative of the Town of Deerfield.

My signature below indicates that I have read, understand and agree with the statement above.

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

The Town of Deerfield is an Equal Opportunity Employer and does not discriminate because of sex, age, race, color, national origin, creed, religion, political affiliations or handicap from the best-qualified persons applying for employment openings. Applications will remain active for a maximum of six months and may be evaluated for other positions within the Town of Deerfield during that time period.

For Town use only – Applicant do not write in this space.

INTERVIEW     Yes     No

INTERVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

HIRED:  Yes     No      POSITION: \_\_\_\_\_ DEPT. \_\_\_\_\_

WAGE \_\_\_\_\_ STARTING DATE \_\_\_\_\_

APPROVED \_\_\_\_\_ DATE: \_\_\_\_\_