

**TOWN OF THETFORD, VERMONT
APPLICATION FOR EMPLOYMENT**

The Town of Thetford is an equal opportunity employer. It is the policy of this Municipality to provide equal employment opportunity to all applicants and employees without regard to race, color, religion, national origin, sex, sexual orientation, ancestry, place of birth, age, disability, HIV status or other status protected by state or federal law. No question is asked on this application or during the application process for the purpose of excluding any applicant due to race, color, religion, national origin, sex, sexual orientation, ancestry, place of birth, age, disability, HIV status or other protected status under federal or state law.

Date of Application _____

Name: Last _____ First _____ Middle _____

Street Address _____

City _____ State _____ Zip _____

(____) _____
Telephone

(____) _____
Cell

E-mail

Position applied for _____

How did you hear of this opening? _____

When can you start _____

Are you looking for full time employment? [] Yes [] No

If no, what hours are you available? _____

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Have you ever worked for the Town of Thetford before? [] Yes [] No

Do you have any relatives working for the Town of Thetford? [] Yes [] No

Do you plan to work elsewhere or attend school while working here? [] Yes [] No

Are you presently employed? [] Yes [] No

If presently employed, how much advance notice do you need to give your present employer? _____

Will you give us written permission to contact your current and/or former employers? [] Yes [] No

If you have ever been discharged or if you have ever resigned from any employment, please identify the employer and state the reasons for the discharge and/or resignation.

Are you a veteran of the U.S. military service? [] Yes [] No

If so, Branch _____ Dates _____

Military training and experience relevant to job applied for:

Other Skills/Training. Describe your skills, experience, certifications or other training that are relevant to the job sought (including membership in any trade organizations or professional societies).

EDUCATION and TRAINING

If this information is included on an attached resume, please disregard this section.

High School

Name of last high school _____

Location _____

Circle highest year completed: 1 2 3 4 5 6 7 8 9 10 11 12

Special courses (typing, technical, etc.) _____

College or University

Name _____

Location _____

Years attended _____ Degree _____

Major subjects _____

EMPLOYMENT RECORD
(ATTACH SHEET IF MORE SPACE IS NEEDED)

Must list the complete mailing address: Street number and name, city, state and zip code.

LAST EMPLOYER: NAME _____
ADDRESS _____ PHONE _____
POSITION HELD _____ FROM _____ TO _____
REASON FOR LEAVING _____

ANY GAPS IN EMPLOYMENT AND/OR UNEMPLOYMENT MUST BE EXPLAINED, INCLUDE DATES (MONTH/
YEAR) AND REASON. _____

SECOND LAST EMPLOYER: NAME _____
ADDRESS _____ PHONE _____
POSITION HELD _____ FROM _____ TO _____
REASON FOR LEAVING _____

ANY GAPS IN EMPLOYMENT AND/OR UNEMPLOYMENT MUST BE EXPLAINED, INCLUDE DATES (MONTH/
YEAR) AND REASON. _____

THIRD LAST EMPLOYER: NAME _____
ADDRESS _____ PHONE _____
POSITION HELD _____ FROM _____ TO _____
REASON FOR LEAVING _____

ANY GAPS IN EMPLOYMENT AND/OR UNEMPLOYMENT MUST BE EXPLAINED, INCLUDE DATES (MONTH/YEAR)
AND REASON. _____

TO BE READ AND SIGNED BY APPLICANT

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. The Town of Thetford is hereby authorized to make any investigations of my prior educational and employment history. I understand that employment with the Town of Thetford is "at will", which means that either I or the town of Thetford can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment will continue on that basis. I understand that no employee, supervisor, or official of the town of Thetford, other than the Town of Thetford Town Manager or Selectboard has the authority to alter the foregoing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

"I understand that information I provide regarding current and/or previous employers may be used, and those employer(s) will be contacted, for the purpose of investigating my safety performance history as required by 49 CFR 391.23(d) and (e). I understand that I have the right to:

- Review information provided by current/previous employers;
- Have errors in the information corrected by previous employers and for those previous employers to re-send the corrected information to the prospective employer; and
- Have a rebuttal statement attached to the alleged erroneous information, if the previous employer(s) and I cannot agree on the accuracy of the information."

DATE

APPLICANT'S SIGNATURE

This certifies that I completed this application, and that all entries on it and information in it are true and complete to the best of my knowledge.

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Attach additional information if necessary.

Is a resume attached? [] Yes [] No

REFERENCES:

Give name, address, telephone numbers and e-mail address of four references that are not related to you and are not previous employers.

1. _____
2. _____
3. _____
4. _____

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this period should inquire as to whether or not applications are being accepted at that time.

APPLICANTS CERTIFICATION

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. The Town of Thetford is hereby authorized to make any investigations of my prior educational and employment history. I understand that employment with the Town of Thetford is "at will," which means that either I or the Town of Thetford can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment will continue on that basis. I understand that no employee, supervisor, or official of the Town of Thetford, other than Town of Thetford Selectboard has the authority to alter the foregoing.

Signature _____ Date _____

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For Official Use Only

To Be Completed By Supervisor

Applicant's Name: _____

To be considered for the position of: _____

Date application reviewed: _____

Date interviewed: _____

References attached? Yes No If no, please explain:

Only After All Applications for This Position Have Been Reviewed

Should applicant be recommended to the Town Manager for hiring? Yes No

Supervisor Signature

Date

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To Be Completed by Town Manager

| | |
|--|--|
| Applicants Name: _____ | |
| Date applicant interviewed by Town Manager: _____ | |
| Date of decision: [] To hire [] Not to hire on _____ | |
| First day of work: _____ | |
| Job Level _____ | Points _____ Years of Experience _____ |
| Rate of Pay/Hourly: _____ | |
| The probationary period will be from _____ to _____ | |
| Date supervisor notified of decision: _____ | |
| Date applicant notified of decision [] by official letter [] by phone call: _____ | |
| Applicant's response to job offer: [] Accept [] Not to accept position | |
| Date applicant's response received: _____ | |
| _____ | _____ |
| Town Manager | Date |

*All applications for any Town position are to be filed and retained for two (2) years in the Treasurer's office.
All of those successful applications will become part of that individual's personnel file.*

Date of completed application form (all pages/signed) sent to Treasurer's Office:
