

TOWN OF HARRISON - EMPLOYMENT APPLICATION

All applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other status protected by law. We are an Equal Opportunity Employer.

PERSONAL (Please print)

DATE _____

Name _____

Last First Middle

Address _____

No. Street City State Zip

Telephone No. _____

Home Cell

Are you legally eligible for employment in the United States? Yes No

Position(s) applied for _____ Full time Part time

Date you are available to start work _____ Salary or wages desired \$ _____ Hr. Wk.

Have you worked for us before? _____ If Yes, When _____ Position _____

Indicate special qualifications or skills _____

Are you employed at the present time? Yes No If hired, will you work overtime if required? Yes No

Have you ever been bonded in prior employment? _____ If Yes, list name(s) of employer(s) _____

Have you ever been convicted of a crime (excluding misdemeanors and traffic offenses)? Yes No If Yes, list convictions. (A conviction does not necessarily disqualify an applicant for the position being applied for) Background checks are done as part of the final hiring process.

EDUCATION	NAME & LOCATION OF SCHOOLS	COURSE OF STUDY	YEARS COMPLETED	GRADUATED?
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Other	_____	_____	_____	_____

PRIOR EMPLOYMENT (Start with most recent employer)

Employer _____ Phone No. _____ From: _____ To: _____

Address _____

City State Zip

Position _____ Duties _____

Reason for leaving _____

Employer _____ Phone No. _____ From: _____ To: _____

Address _____

City State Zip

Position _____ Duties _____

Reason for leaving _____

Employer _____ Phone No. _____ From: _____ To: _____

Address _____

City State Zip

Position _____ Duties _____

Reason for leaving _____

MILITARY SERVICE

Branch of Service _____ From _____ To _____

Rank & Duties _____ Date Discharged _____

PERSONAL REFERENCES

Name _____ Address _____

Years Known _____ Phone No. _____

Name _____ Address _____

Years Known _____ Phone No. _____

Name _____ Address _____

Years Known _____ Phone No. _____

The above information is true and complete to the best of my knowledge. Should I be employed by the Town any misrepresentation or false statement contained herein may be considered cause for possible dismissal. The Town has my permission to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment, personal history or credit standing and I release all parties from any possible damages resulting from disclosing such information with or without prior written notice to me. I reserve the right to know the names and addresses of any investigative agencies used in order that I may learn the information contained in any reports furnished to the Town.

I understand this application does not constitute an employment contract of any kind. Should I be employed by the Town, I may resign such employment at any time at my discretion with or without prior notice and the Town may terminate my employment at any time at their discretion, with or without cause and with or without prior notice.

Date _____ Signature of Applicant _____

DO NOT WRITE BELOW THIS LINE

Interview Notes _____

Accepted for employment Yes No Starting Rate \$ _____ Hr Wk Scheduled to start _____

Interviewed by _____ Date _____ Background check Yes No By _____