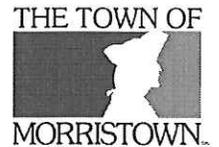


# Employment Application



Today's Date: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

## EMPLOYEE INFORMATION

Name (last, first, middle): \_\_\_\_\_

Telephone: \_\_\_\_\_

Alternate Telephone: \_\_\_\_\_

E mail: \_\_\_\_\_

Address (Street, Apt,  
State, City, Zip): \_\_\_\_\_

Have you filed an application with the Town of  
Morristown before?

YES

NO

If yes, provide date: \_\_\_\_\_

Have you ever been employed with the Town of  
Morristown before?:

YES

NO

If yes, provide date: \_\_\_\_\_

Are you currently employed?

YES

NO

If yes, may we contact your  
present employer?

YES

NO

Are you available to work:  Full Time  Part Time  Seasonally  Shift Work

I am under the age of 18, and can provide required proof of eligibility to work.

## EDUCATION

	Institution Name	Years Completed	Field of Study	Graduate or Degree
High School				
College/University				
Business/Technical				
Additional				

## EMPLOYMENT HISTORY

List most recent employment first. Include Summer or Temporary jobs. Be sure all of your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary. No more than 10 years history is recommended.

Employer Name and Address	Annual Pay	Position/Title, duties, skills:	Start Date	End Date

Reason for leaving:

Employer Name and Address	Annual Pay	Position/Title, duties, skills:	Start Date	End Date

Reason for leaving:

Employer Name and Address	Annual Pay	Position/Title, duties, skills:	Start Date	End Date
---------------------------	------------	---------------------------------	------------	----------

Reason for leaving:

Employer Name and Address	Annual Pay	Position/Title, duties, skills:	Start Date	End Date
---------------------------	------------	---------------------------------	------------	----------

Reason for leaving:

**MILITARY**

Are you a veteran?  YES  NO Duty/Specialized Training: \_\_\_\_\_

**SKILLS & QUALIFICATIONS**

List Special Skills, Abilities or honors that should be considered: \_\_\_\_\_

List types of computers, software, and other equipment you are qualified to operate and/or repair: \_\_\_\_\_

List all Professional Licenses and Certifications that you hold: \_\_\_\_\_

List any languages that you can speak, read and/or write: \_\_\_\_\_

**REFERENCES**

List two personal references who are not relatives or former supervisors.

Name	Address	Telephone	Occupation	Years known

**INFORMATION TO APPLICANT**

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references. If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms.

**I understand and agree to the information shown above.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Equal Employment Opportunity:** While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.