

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? <input type="checkbox"/> YES <input type="checkbox"/> 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.										
<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Name</td> <td style="width: 30%;">Address</td> <td style="width: 15%;">Telephone</td> <td style="width: 15%;">Occupation</td> <td style="width: 10%;">Years known</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	Name	Address	Telephone	Occupation	Years known					
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**** SPECIAL NOTE: If applying for a Lifeguard position, you WILL be required to meet American Red Cross Standards. ****

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.