

PLEASE COMPLETE THIS SECTION FIRST

Name: _____
(Last) (First) (Middle)

Mailing Address: _____

(State) (Zip)

Email Address: _____

Home Phone _____

Work Phone/Cell _____

FOR OFFICIAL USE ONLY

Certification Information

Class Code _____
Generic Title _____
Position Title _____
Reviewed by _____
Agency _____
Accepted / Rejected Date _____
Reason _____
In-House Posting? Yes _____ No _____

**TOWN OF DUNBARTON
1011 SCHOOL STREET
DUNBARTON NH 03046
APPLICATION FOR EMPLOYMENT**

Please print neatly or type application

Be sure you have filled in the identifying information at the top of this application.

Do not write in the space marked "For Official Use Only"

Position for which you are applying: _____

This position is (circle one): full-time FT part-time PT temporary T seasonal S

If the position requires a license or special certification, please complete the following:

Type of License or Certificate _____ License/Certificate # _____ Expiration Date: _____

DO YOU HAVE THE LEGAL RIGHT TO ACCEPT EMPLOYMENT IN THE UNITED STATES? Yes _____ No _____

Are you at least 18 years of age? Yes ____ No ____ Have you been employed by this Town before? Yes _____ No _____

If yes, when _____ In what position? _____

What was your reason for leaving? _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME THAT HAS NOT BEEN ANNULLED BY A COURT? Yes _____ No _____
(Conviction is not an automatic bar to employment. Each case is considered on its individual merits. In the space below, give the date, location and nature of the crime. Indicate whether conviction was a misdemeanor or a felony.)

LACK OF EXPLANATION OR FAILURE TO COMPLETE THIS SECTION WILL BE A BASIS FOR REJECTION OF YOUR APPLICATION.

EDUCATION

Please indicate the highest school grade completed: 8 9 10 11 12 or G.E.D. 13 14 15 16 17 18

Are there any specialized courses you have taken which should be considered with this application? Please explain below:

College, Business, Trade School, Other Education.

TRANSCRIPTS MUST BE SUBMITTED IF POSITION REQUIRES POST SECONDARY EDUCATION
(photocopies accepted for certification purposes)

Name of School	Major	Degree or Certificate Earned

REFERENCES:

Give Name, Address and Telephone Number of three references who are not related to you and are not previous employers.

1. _____
2. _____
3. _____

EXPERIENCE – WORK HISTORY

In the sections below, please describe your experience/work history, with emphasis on experience pertinent to the position for which you are applying. Resumes submitted in lieu of a completed application will **not** be accepted. Be sure to list your MOST RECENT EXPERIENCE FIRST. You are encouraged to bring an up-to-date resume to any interview for this position.

Employer: _____ Address: _____ Phone _(____)_____

Your Job Title: _____ Supervisor (Name/Title) _____

Dates of Employment: Mo. _____ Year _____ To Mo. _____ Year _____ Hours worked per week _____ May we contact? _____

Duties: Please describe your position responsibilities: _____

How many employees did you supervise? _____ Did you assign their work? _____ Reject unsatisfactory work? _____

Did you have the authority to hire/fire? _____ Reason you left this position: _____

Employer: _____ Address: _____ Phone _(____)_____

Your Job Title: _____ Supervisor (Name/Title) _____

Dates of Employment: Mo. _____ Year _____ To Mo. _____ Year _____ Hours worked per week _____ May we contact? _____

Duties: Please describe your position responsibilities: _____

How many employees did you supervise? _____ Did you assign their work? _____ Reject unsatisfactory work? _____

Did you have the authority to hire/fire? _____ Reason you left this position: _____

Employer: _____ Address: _____ Phone _(____)_____

Your Job Title: _____ Supervisor (Name/Title) _____

Dates of Employment: Mo. _____ Year _____ To Mo. _____ Year _____ Hours worked per week _____ May we contact? _____

Duties: Please describe your position responsibilities: _____

How many employees did you supervise? _____ Did you assign their work? _____ Reject unsatisfactory work? _____

Did you have the authority to hire/fire? _____ Reason you left this position: _____

Employer: _____ Address: _____ Phone _(____)_____

Your Job Title: _____ Supervisor (Name/Title) _____

Dates of Employment: Mo. _____ Year _____ To Mo. _____ Year _____ Hours worked per week _____ May we contact? _____

Duties: Please describe your position responsibilities: _____

How many employees did you supervise? _____ Did you assign their work? _____ Reject unsatisfactory work? _____

Did you have the authority to hire/fire? _____ Reason you left this position: _____

Employer: _____ Address: _____ Phone _(____)_____

Your Job Title: _____ Supervisor (Name/Title) _____

Dates of Employment: Mo. _____ Year _____ To Mo. _____ Year _____ Hours worked per week _____ May we contact? _____

Duties: Please describe your position responsibilities: _____

This affirmation MUST BE COMPLETED

I certify that there are no willful misrepresentations of the above statements and answers to questions. I understand that I may be subject to a background check. I understand that should an investigation disclose such misrepresentations, my application may be rejected and, should I be employed, my services may be terminated.

SIGNATURE: _____ DATE: _____

(Each application must bear a current date and original signature.)

The State of New Hampshire is an Equal Opportunity Employer. Discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin, or any other non-merit factor is prohibited. Special testing arrangements may be made upon request for persons with disabilities by contracting the Examinations Bureau of the Division of Personnel.

<p>UNLESS OTHERWISE SPECIFIED, APPLICATIONS SHOULD BE RETURNED TO:</p> <p>TOWN OF DUNBARTON 1011 SCHOOL STREET DUNBARTON, NH 03046</p>	<p>RECRUITMENT/EMPLOYMENT SURVEY</p> <p>Please complete the following to assist in our recruitment efforts.</p> <p>I learned of this career opportunity through:</p> <p>_____ (B89) Private Employment Agency</p> <p>_____ (F89) New Hampshire Division of Personnel</p> <p>_____ (C89) Newspaper (please name) _____</p> <p>_____ (E88) Radio/TV ads</p> <p>_____ (D88) "Opportunities in N.H. State Government" bulletin</p> <p>_____ (D89) In-house posting for current State Employees</p> <p>_____ (E89) Job Fair</p> <p>_____ (A89) Department of Employment Security</p> <p>_____ (G89) Other (please explain) _____</p> <p>_____</p> <p>_____</p>
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