

TOWN OF EASTMAN APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR: _____ DATE: _____

PERSONAL INFORMATION

Last Name	First Name	Middle Name
Other Names by Which You have Been Known (e.g., Name Changes, Maiden, Aliases)		
Address		
City, State, Zip		
Phone Number	Alternate Phone Number	
E-mail Address (if you prefer to receive communications via e-mail)		

DRIVERS LICENSE INFORMATION

(Complete this section only if driving is a requirement of the position for which you are applying)

Driver's License Number: _____	State _____
Commercial Driver's License (CDL- Only provide if a CDL is required for the position you are applying for)	
Do you currently have a CDL?	Yes _____ No _____
Circle all Classes, Endorsements and Restrictions you presently have on your driver's license:	
Class:	A B C D
Endorsements:	N H T X S P
Restrictions:	K L

QUESTIONS REGARDING EMPLOYMENT

Are you capable of performing the duties of the job for which you are applying with or without a reasonable accommodation?

Yes No

Have you ever filed an application with us before?

Yes No

If yes, give date:

Have you ever been employed with us before?

Yes No

If yes, give date:

Are you currently employed?

Yes No

May we contact your present employer?

Yes No

Have you ever been discharged or asked to resign?

Yes No

If yes, please explain: _____

Are you 18 years of age or older?
(If no, employment is contingent on verification of minimum legal age.)

Yes No

Are you authorized to work in the United States?

Yes No

Do you currently have any pending charges against you, or have you ever been convicted of, pleaded guilty or no contest to, been placed on probation, fined, imprisoned or incarcerated, or paroled for any offense (e.g., felony, misdemeanor, ordinance violation or forfeiture), other than minor traffic violations?

Yes No

If your answer is yes, please explain the circumstances for each charge or offense (attach another page if necessary) *Note: A pending charge or conviction will not automatically bar you from employment.*

EDUCATION, CERTIFICATES AND DEGREES

List employment beginning with current or last job. This form is required to be filled out completely and to include all employment that you have held. Attach another page if necessary.

Company Name	Address	City, State
Position(s) Held	Supervisor Name/Telephone Number	Company Telephone Number
Dates employed From: _____ To: _____	Salary Starting	Salary Ending
Specific Duties:		
Reason for Leaving:		

Company Name	Address	City, State
Position(s) Held	Supervisor Name/Telephone Number	Company Telephone Number
Dates employed From: _____ To: _____	Salary Starting	Salary Ending
Specific Duties:		
Reason for Leaving:		

Company Name	Address	City, State
Position(s) Held	Supervisor Name/Telephone Number	Company Telephone Number
Dates employed From: _____ To: _____	Salary Starting	Salary Ending
Specific Duties:		
Reason for Leaving:		

REFERENCES

Please list at least three references who may have knowledge concerning your qualifications for this position. Do not include relatives, clergy, or personal friends who do not have specific knowledge of your job qualifications or performance.

REFERENCE INFORMATION

Name	
Address	
City, State, Zip	
Title-Position	
Daytime Phone	

Name	
Address	
City, State, Zip	
Title-Position	
Daytime Phone	

Name	
Address	
City, State, Zip	
Title-Position	
Daytime Phone	

AUTHORIZATION FOR RELEASE OF INFORMATION

I certify that the information provided and statements made by me as part of this application, or as part of any additional information provided in support of this application are complete, accurate and true to the best of my knowledge. I understand that any misleading or incorrect statements may render this application void and may preclude an offer of employment or may result in a withdrawal of an employment offer. If I am employed and it is subsequently discovered that any answer given by me is incomplete, misleading or incorrect, I may be terminated because of false, incomplete, or misleading statements, answers or omissions made by me in this application. I agree that the Town of Eastman shall not be held liable in any request if an offer of employment is precluded or my employment terminated because of false, incomplete, or misleading statements, answers or omissions made by me in this application.

I also authorize pertinent companies, schools, agencies, municipalities or persons to give the Town of Eastman any information requested regarding my employment, character, experience and qualifications and/or suitability for employment with the Town of Eastman including a check on my fingerprints and conviction record for the purpose of considering my suitability for hire. I hereby forever release, discharge and covenant not to sue any person organization for any good faith result of providing, obtaining or acting upon such information. I understand that such information is sought with confidentiality and will not be released to me in any form whatsoever.

In addition, a copy of this authorization is as valid as the original and should be recognized as such.

PRINT name clearly

Applicant's Signature

Date