

# TOWN OF EAST KINGSTON

## APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

PLEASE PRINT

Position(s) applied for:	Date of Application:
Last Name:	First Name: <span style="float: right;">MI:</span>
Address:	City, State & Zip:
Telephone No:	Social Security Number:

<p>If you are under 18 years of age, can you provide required proof of your eligibility to work? <span style="float: right;">Yes No <input type="checkbox"/> <input type="checkbox"/></span></p> <p>Have you ever filed an application with us before? <span style="float: right;">Yes No <input type="checkbox"/> <input type="checkbox"/></span> If YES, give date _____</p> <p>Have you ever been employed with us before? <span style="float: right;">Yes No <input type="checkbox"/> <input type="checkbox"/></span> If YES, give date _____</p> <p>Are you currently employed? <span style="float: right;">Yes No <input type="checkbox"/> <input type="checkbox"/></span></p> <p>Are you available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Shift Work <input type="checkbox"/> Temporary</p> <p>Have you ever been convicted of a felony? <span style="float: right;">Yes No <input type="checkbox"/> <input type="checkbox"/></span> If yes, please explain: _____ Conviction will not necessarily disqualify an applicant from employment.</p>	<p>May we contact your current employer? <span style="float: right;">Yes No <input type="checkbox"/> <input type="checkbox"/></span></p> <p>Are you a U.S. citizen? <span style="float: right;">Yes No <input type="checkbox"/> <input type="checkbox"/></span></p> <p>Are you legally authorized to work in the U.S.? <span style="float: right;">Yes No <input type="checkbox"/> <input type="checkbox"/></span></p> <p>Are you currently on "lay-off" status and subject to recall? <span style="float: right;">Yes No <input type="checkbox"/> <input type="checkbox"/></span></p> <p>Have you ever had any job-related training in the United States military? <span style="float: right;">Yes No <input type="checkbox"/> <input type="checkbox"/></span></p> <p>On what date would you be available for work? _____</p>
---	--

### EDUCATION

Circle highest level completed: 1 2 3 4 5 6 7 8 9 10 11 12 Technical College Degree Earned \_\_\_\_\_

Elementary School name & address: \_\_\_\_\_

High School name & address: \_\_\_\_\_

Technical/College name & address: \_\_\_\_\_

Describe specialized training, apprenticeship, special skills, extra curricular activities or other experiences that may be helpful to us in considering your application: (Include reason(s) for your interest in this position).

---



---



---



---

## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations, which indicates race, color, religion, gender, national origin, handicap or other protected status.

Employer's Name & Address:	
Telephone:	Job Title (work performed):
Supervisor:	Dates of Employment: From To
Reason for Leaving:	

Employer's Name & Address:	
Telephone:	Job Title (work performed):
Supervisor:	Dates of Employment: From To
Reason for Leaving:	

Employer's Name & Address:	
Telephone:	Job Title (work performed):
Supervisor:	Dates of Employment: From To
Reason for Leaving:	

Employer's Name & Address:	
Telephone:	Job Title (work performed):
Supervisor:	Dates of Employment: From To
Reason for Leaving:	

If you need additional space, please use a separate piece of paper.

## REFERENCES

1.	_____ (Name)	_____ (Phone)
	_____ (Address)	
2.	_____ (Name)	_____ (Phone)
	_____ (Address)	
3.	_____ (Name)	_____ (Phone)
	_____ (Address)	

## APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)