

Town of Sandown
320 Main Street, PO Box 1756
Sandown, NH 03873

APPLICATION FOR EMPLOYMENT

The Town of Sandown is an equal opportunity employer and does not discriminate in hiring, promotion, or other employment decisions on the basis of race, sex, color, pregnancy, religion, national origin, sexual orientation, marital status, disability, age, veteran or military status, or any other basis protected by law. Equal access to programs, services and employment is available to all persons. Those applications requiring reasonable accommodation to the application and/or interview process should notify a representative of the Selectman's Office, 603-887-3646 opt. 2 or townofsandown@sandown.us.

PLEASE PRINT (USE INK)

PERSONAL:

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

Current Address: _____ Telephone: _____
(Street) (City) (State) (Zip) (Include Area Code)

Mailing Address (if different) _____ Telephone: _____
(Street) (City) (State) (Zip) (Include Area Code)

Have you ever applied for employment here before? Yes No If yes, when? _____

Have you ever worked for the Town of Sandown before? Yes No If yes, when? _____

WORK EXPERIENCE: PRESENT OR MOST RECENT EMPLOYMENT

Employer: _____ Address: _____
(Street) (City) (State)

Telephone: _____ Type of Business _____ Job Title _____

May We Contact Your Present Employer? Yes No Employed From _____ to _____
(MM/YY) (MM/YY)

Name and Title of Immediate Supervisor _____

Duties Performed _____

Starting Salary _____ Final Salary _____ Reason for Leaving _____

PREVIOUS EMPLOYMENT:

Employer: _____ Address: _____
(Street) (City) (State)

Telephone _____ Type of Business _____ Job Title _____

Employed From _____ to _____
(MM/YY) (MM/YY)

Name and Title of Immediate Supervisor _____

Duties Performed _____

Starting Salary _____ Final Salary _____ Reason for Leaving _____

PREVIOUS EMPLOYMENT:

Employer: _____ Address: _____
(Street) (City) (State)
Telephone _____ Type of Business _____ Job Title _____
Employed From _____ to _____
(MM/YY) (MM/YY)
Name and Title of Immediate Supervisor _____
Duties Performed _____
Starting Salary _____ Final Salary _____ Reason for Leaving _____

EDUCATION:

	Name	City/State	Degree Received Yes or No	Type of Degree Diploma or GED	Major
High School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
Trade School	_____	_____	_____	_____	_____

Commercial courses completed (Include skills, machines, computer programs, etc.) _____

GENERAL:

Position applying to? _____ Starting salary desired: _____
Can you perform the essential functions of the job with or without reasonable accommodation? Yes No
Are you currently on layoff or leave from another employer? Yes No
Are you authorized to work in the United States? Yes No (Proof of eligibility to work in the U.S. will be required upon employment)
Are you 18 years old or older? Yes No
Are you available to work: Full-time Part-time Temporary If part-time, indicate maximum hours per week _____

NOTICE: PLEASE READ BEFORE SIGNING

- If hired, I agree to abide by the rules and policies of the Town of Sandown.
- I understand that if I am hired, my employment will be for no definite period and that my employment and compensation can be terminated with or without cause and without notice, at any time, at the option of either the Town of Sandown or me.
- I authorize, all persons, companies, prior employers, schools, credit bureaus, and government agencies to supply any information concerning my background, education, and employment, and release all parties from all liability for any damage that may result from furnishing same to you. I also release the Town of Sandown and its agents from all liability from damages arising from this research of my background.
- I certify that all information contained in this application is complete and correct to the best of my knowledge and understand that falsification of this information is grounds for dismissal in accordance with the Town of Sandown's policy.
- I certify that all information that I provide on this application or in any interview will be complete, true, and accurate. I understand that if I am hired, and any such information is later found to be incomplete, false, or misleading in any respect, I may be discharged.

I have read the above Notice Section or have had someone read or explain to me, and I fully understand it.

Print Name

Signature

Date