

EMPLOYMENT APPLICATION

TOWN OF COLCHESTER

P.O. Box 55

Colchester, Vermont 05446

The Town of Colchester is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state, or federal laws.

GENERAL INFORMATION: (Please print)

Position you are applying for: _____

Date of application: _____

What led you to apply for a position at the Town of Colchester?:

Newspaper Advertisement: , Referred by an employee of the Town: If yes, by whom? _____, Other: _____

PERSONAL INFORMATION:

Name: _____
(Last) (M.I.) (First)

Address: _____
(Street or Post Office Box #)

City: _____ State: _____ Zip Code: _____

Phone: () _____ - _____ E-Mail Address (optional): _____

Have you ever applied to the Town of Colchester before? (If yes, please give date):
Yes Date: _____ No

Have you ever worked for the Town of Colchester before? (If yes, please give date):
Yes Date: _____ No

When are you available to start work? _____

EDUCATION:

High School: _____ Grades completed: _____
(Name of School)

Vocational: _____ Diploma/Degree: _____
(Name of School)

University/College: _____ Years completed: ① ② ③ ④
(Name of School)

Diploma / Degree: _____

Licenses / Certifications: _____

Please list any academic honors/scholarships/offices held, etc. (do not include any that reflect your race, color, religion, gender, national origin, age, disabilities or veteran status):

Describe any specialized training/apprenticeships/licenses or skills.

EMPLOYMENT HISTORY: (Begin with your most recent employer)

Employer: _____ Dates of employment: _____

Last position held: _____ Supervisor: _____

Responsibilities: _____

Pay: Start \$ _____ Final: \$ _____

Reason for leaving: _____

Employer: _____ Dates of employment: _____

Last position held: _____ Supervisor: _____

Responsibilities: _____

Pay: Start \$ _____ Final: \$ _____

Reason for leaving: _____

Employer: _____ Dates of employment: _____

Last position held: _____ Supervisor: _____

Responsibilities: _____

Pay: Start \$ _____ Final: \$ _____

Reason for leaving: _____

Have you ever been terminated or asked to resign from any job? Yes No

If yes, Please explain circumstances: _____

Please explain fully any gaps in your employment history: _____

May we contact your current employer? Yes No If no, please explain: _____

Please indicate any actual experience, special training, or qualifications that you have and feel is relevant to the position you are applying for: _____

REFERENCES:

Please list three (3) references (not related to you) that are familiar with you through previous employment or other associations.

Name: _____, Association: _____, Phone: () _____

Name: _____, Association: _____, Phone: () _____

Name: _____, Association: _____, Phone: () _____

I hereby state that the information I have provided on this application is true and accurate to the best of my knowledge. I authorize the verification of any or all of the information and any inquiries permissible by law to determine my suitability for employment. Further, I understand that should the Town of Colchester, or its affiliate employ me I am entering an At-Will Employment relationship and may resign or be terminated at any time with or without cause or reason and with or without prior notice.

Applicant's Signature: _____ **Date:** _____

Resume: Mailed previously Attached Will be forwarded