

**TOWN OF THOMASTON
APPLICATION FOR EMPLOYMENT**

NAME: _____
STREET ADDRESS: _____
CITY, STATE ,ZIP: _____
TELEPHONE NO.: _____

POSITION APPLIED FOR:

Have you ever filed an application with the Town of Thomaston before? YES NO

Have you ever been employed by the Town of Thomaston before? YES NO
If yes, when? _____

Are you currently employed? YES NO

May we contact your current employer? YES NO

Do you have the legal right to work in the United States? YES NO

On what date would you be available for work? _____

Are you available to work: full time part time
 seasonal temporary

Are you currently on "Lay-off" status and subject to recall? YES NO

Can you travel if the job requires it? YES NO

Have you ever been convicted of a crime or pled guilty, NOLO, or no contest?
Answering YES to this question will not necessarily disqualify an applicant from employment.
 YES NO

If YES, please list approximate date, nature of offense, location, status, and penalty.

Is there a criminal action currently pending against you?
Answering YES to this question will not necessarily disqualify an applicant from employment.
 YES NO

If YES, please list approximate date, nature of offense, location, and status.

GENERAL INSTRUCTIONS AND INFORMATION FOR COMPLETION OF THIS APPLICATION

1. **CLOSING DATE:** Application material received after the closing date will not be accepted.
2. **VOLUNTEER WORK:** We consider volunteer work towards meeting minimum entrance requirements or establishing a score through numerical evaluation of training and experience (T & E).
3. **PHOTOCOPIES:** We accept duplicates of licenses, registrations, certifications, diplomas, transcripts, and related documents. We do not accept duplicates of application form.
4. **PROOF:** With this application, furnish required proof of military service, education, registration, certification or licensing.
5. **RESUMES:** The information you furnish on this application will be the basis for evaluating your training and experience. A resume can be used to supplement this information but not to replace any of the required information.
6. In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for positions without regard to race, color, sex, physical or mental disability, religion, age, ancestry or national origin, marital status, sexual orientation or any other legally protected status.
7. **VERIFICATION OF WORK EXPERIENCE:** We will verify work experience before selection. We require verification of registration, certification licensing, education or training before selection. Be as accurate as possible when completing your application.
8. **PERFORMANCE TESTS:** We encourage work sample testing, standardized tests and verification of skill level through background checks.
9. **HIRING INTERVIEWS:** Are conducted by the Thomaston Personnel Committee.

WORK HISTORY

IMPORTANT INSTRUCTIONS FOR COMPLETING WORK HISTORY

This portion must be accurate and complete. APPLICATIONS LACKING SUFFICIENT INFORMATION WILL BE REJECTED. List entire work history including part-time, temporary, and volunteer jobs. List jobs in reverse order, starting with your present or last job. List each promotion as a separate job. To evaluate your qualifications, we must have accurate and complete information on previous job tasks and levels of responsibility. Part of all of your examination score may be based on your work history. Be thorough and specific in the detailing of duties. DO NOT SUBSTITUTE A RESUME.

CURRENT OR MOST RECENT EMPLOYER

Employer: _____ Phone: _____

Address: _____

Your Title: _____

Employment Dates: From _____ To _____

Supervisor's Name and Title: _____

Last Weekly Pay: _____ Hours per Week: _____

Worked Performed: _____

Reason for Leaving: _____

May we contact this employer if you are considered for the position? ___ YES ___ NO

PREVIOUS EMPLOYMENT

1. Employer: _____ Phone: _____

Address: _____

Your Title: _____

Employment Dates: From _____ To _____

Supervisor's Name and Title: _____

Last Weekly Pay: _____ Hours per Week: _____

Worked Performed: _____

Reason for Leaving: _____

2. Employer: _____ Phone: _____

Address: _____

Your Title: _____

Employment Dates: From _____ To _____

Supervisor's Name and Title: _____

Last Weekly Pay: _____ Hours per Week: _____

Worked Performed: _____

Reason for Leaving: _____

3. Employer: _____ Phone: _____
 Address: _____
 Your Title: _____
 Employment Dates: From _____ To _____
 Supervisor's Name and Title: _____
 Last Weekly Pay: _____ Hours per Week: _____
 Worked Performed: _____
 Reason for Leaving: _____

4. Employer: _____ Phone: _____
 Address: _____
 Your Title: _____
 Employment Dates: From _____ To _____
 Supervisor's Name and Title: _____
 Last Weekly Pay: _____ Hours per Week: _____
 Worked Performed: _____
 Reason for Leaving: _____

5. Employer: _____ Phone: _____
 Address: _____
 Your Title: _____
 Employment Dates: From _____ To _____
 Supervisor's Name and Title: _____
 Last Weekly Pay: _____ Hours per Week: _____
 Worked Performed: _____
 Reason for Leaving: _____

ADMINISTRATIVE SKILLS

0 – No Skill 1 – Low Skill 2 – Average Skill 3 – High Skill

	Typing	Computer Terminal	Word Processor	Calculator	Dictaphone	Teletype	Microfilm
Skill Level							
	Fax Machine	Photo Copier	Other	Computer			
Skill Level							

EDUCATION AND TRAINING

EDUCATION	Name and Address of School	Circle Last Year Completed	Did You Graduate?	Subjects Studied and Degrees Received
High School		1 2 3 4	Y N	
College		1 2 3 4	Y N	
Post-College		1 2 3 4	Y N	
Trade, Business, or Correspondence School		1 2 3 4	Y N	

Do you have a current driver's license? YES NO
 Type of License _____ State Where Issued _____

REFERENCES

PERSONAL:

1. Name _____
 Address _____
 Phone Number Day _____ Night _____

2. Name _____
 Address _____
 Phone Number Day _____ Night _____

3. Name _____
 Address _____
 Phone Number Day _____ Night _____

BUSINESS:

1. Name _____
 Address _____ Phone No. _____

2. Name _____
 Address _____ Phone No. _____

3. Name _____
 Address _____ Phone No. _____

APPLICANT'S CERTIFICATION

The statements and information furnished by me in the application are true and complete. I understand that I will be subject to dismissal or refusal to hire if at any time the Town of Thomaston discovers that I have omitted, misstated, or falsified information on this application or at any time during the hiring process.

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 period of time should inquire as to whether or not applications are being accepted.

I authorize the Town of Thomaston to conduct a background inquiry to verify the statements and information on this application, other documentation that I have provided, and other areas that may include education, current and prior employment, criminal convictions, driving records references, and other reports. I authorize the Town of Thomaston to verify all information set forth in my application and received during the application process by any and all means authorized or permitted by law. I authorize all current and previous employers or other persons who have knowledge of me, or my records, to release such information to the Town of Thomaston. I hereby release all persons, schools, employers and the Town of Thomaston from all claims or liabilities whatever that may arise from the disclosure of such information.

Applicant's Signature _____ Date _____