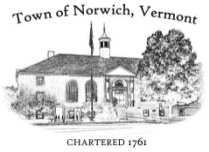

EMPLOYMENT APPLICATION

Please print clearly in black or blue ink.

Last Name _____ First _____ Initial____ Home phone_____

Street Address _____ Cell phone_____

City/State/Zip _____

Email _____

If an offer of employment is made, can you submit proof that you are legally permitted to work in the U.S.? ○ Yes ○ No

(Please note that if you are hired to work, you will be required to furnish valid documentation that you are legally entitled to work in the U.S. prior to employment.)

Position applied for _____

Date available for work _____

High School, Trade, Business School or College Attended	No. of Yrs/Grades Completed	Degrees Earned or Expected	Major Courses of Study	GPA/Major

Employer Name/Address/Phone #	Job Title/Work Description	Dates Employed From To	Why did you leave?

Will you give us written permission to contact your current and/or former employers? ◯ Yes ◯ No

MILITARY INFORMATION

Are you a veteran of the U.S. military service? ◯ Yes ◯ No
If so, Branch _____ Dates _____

Military training and experience relevant to job applied for: _____

_____

Other Skills/Training. Describe your skills, experience, certifications or other training that are relevant to the job sought (including membership in any trade organizations or professional societies). If necessary, continue on a separate sheet of paper.

_____

_____

_____

3 PROFESSIONAL/ACADEMIC REFERENCES (References: Name/Title/Place of Employment/Phone/ Email Address). Please use professional and/or academic references only.

_____

_____

_____

Is a resume attached? ◯ Yes ◯ No

CERTIFICATE OF APPLICANT AND AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION (Read carefully before signing.)

All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may be cause for rejection or, if employed, may be just cause for immediate dismissal. I hereby authorize any former employer, person, firm, corporation or educational institution listed hereon including this municipality to answer any and all questions and provide documents and agree to hold all persons harmless for giving any and all truthful information within their knowledge or records. I understand this is a preliminary application and not a contract. Furthermore, in the event I am employed, my employment shall be completely voluntary and may be terminated at will, at any time for any nondiscriminatory reason upon notice by either myself or the municipality. I agree to comply with all reasonable rules of the municipality as a condition of employment.

A photocopy of this release form will be valid as an original thereof, even though the photocopy does not contain an original writing of my signature.

Applicant's Signature: _____ Date _____

The Town of Norwich is an equal opportunity employer. It is the policy of this municipality to provide equal employment opportunity to all applicants and employees without regard to race, color, religion, national origin, sex, sexual orientation, ancestry, place of birth, age, disability, HIV status or other status protected by state or federal law. No question is asked on this application or during the application process for the purpose of excluding any applicant due to race, color, religion, national origin, sex, sexual orientation, ancestry, place of birth, age, disability, HIV status or other status protected by state or federal law.