

APPLICATION FOR EMPLOYMENT

Town of Bridgewater

The Town of Bridgewater is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

Personal:

Name _____ Date _____
Last First Middle

Address _____
Number & Street City State Zip Code

Position Sought _____ Full Time Part Time

Date Available _____ Salary Desired _____ Phone Number _____

Are you over 18 years old? Yes No

Are you legally eligible for employment in the United States? Yes No
(If offered employment, you will be required to provide documentation to verify eligibility.)

Are you related by blood or marriage to any person currently employed by Town of Bridgewater? Yes No

If Yes, please indicate: Name: _____ Department: _____

Relationship: _____

Education: Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: No. of Yrs Completed (*circle one*) 1 2 3 4 **Diploma:** Yes No **G.E.D.:** Yes No

School(s) _____ City/State _____

College and/or Vocational School: Number of Years Completed (*circle one*) 1 2 3 4

School(s) _____ City/State _____

Major _____ Degrees Earned _____

Other Training or Degrees:

School(s) _____ City/State _____

Course _____ Degree or Certificate Earned _____

**This application for employment is good for 30 days only.
Consideration for employment after 30 days requires a new application.**

Professional License or Membership:

Type of License(s) Held _____

State of Virginia License Number _____

License Expiration Date _____

Other Professional Memberships _____

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.)

Skills:

Describe any specialized training, apprenticeship or other skills here:

Have you ever been employed by the Town of Bridgewater? ___ Yes ___ No

If so, please state dates of employment _____

Record of Conviction:

During the last ten years, have you ever been convicted of a crime other than a minor traffic offense?
___ Yes ___ No

If yes, explain: _____

(A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).

Employment: List last employer first, including U.S. Military Service.

May we contact your present employer? ___ Yes ___ No

If any employment was under a different name, indicate name _____

Employer _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ (Mo/Yr) To _____ (Mo/Yr)

Salary _____ Supervisor _____ Department _____

Duties _____ FT ___ PT ___ No. of Hrs. _____

Reason for Leaving _____

Employer _____ Address _____

Telephone _____ Position _____

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Reason for Leaving _____

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job? ___ Yes ___ No

If yes, explain: _____

References:

Professional

Personal

Name _____

Name _____

Address _____

Address _____

Phone () _____

Phone () _____

E-mail _____

E-mail _____

Name _____

Name _____

Address _____

Address _____

Phone () _____

Phone () _____

E-mail _____

E-mail _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize the Town of Bridgewater to verify their accuracy and to obtain reference information on my work performance. I hereby release the Town of Bridgewater from any/all liability of whatever kind and nature, which, at any time, could result from obtaining and basing an employment decision on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application may result in disqualification for consideration for employment or, if already employed, grounds for immediate dismissal.

I hereby authorize my previous employers, personal references listed, and other persons or institutions shown on my application to provide the Town of Bridgewater any information requested. I further authorize the Town of Bridgewater to conduct a criminal investigation and/or credit references of my background.

I understand that should an employment offer be extended to me and accepted, I will fully adhere to the policies, rules and regulations of employment of the Town of Bridgewater. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either the Town of Bridgewater or I may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____

Date: _____