



Town of Middlebury
94 Main Street
Middlebury, Vermont 05753

APPLICATION FOR EMPLOYMENT

Please Print

Date: _____

PERSONAL

Name: _____

Address : _____

No. Street City State Zip
 Phone No. (____) _____ - _____ Cell Phone No. (____) _____ - _____

E-mail Address: _____

EMPLOYMENT DESIRED

Position: _____ Date you can start: _____

Type of Employment Desired: Part-time Full-time Temporary

EDUCATION

EDUCATION	Name and Location of School	No. of Years Attended	Graduated? Yes / No	Course Or Major
Elementary/Middle School				
High School				
College				
Other Education				

EMPLOYMENT HISTORY

List your record of employment beginning with your present or most recent position.

Dates From To	Name and Address of Employer	Position	Supervisor's Name and Title	Reason for Leaving

Describe the work you did:

Dates From To	Name and Address of Employer	Position	Supervisor's Name and Title	Reason for Leaving

Describe the work you did:

Dates From To	Name and Address of Employer	Position	Supervisor's Name and Title	Reason for Leaving

Describe the work you did:

May we contact the employers listed above? Yes No If not, indicate which one(s) you do not wish us to contact.

MILITARY SERVICE RECORD

Have you ever serviced in the Armed Forces? Yes No

If yes, what branch? _____

Dates of duty: From: _____ To: _____

List of Duties: _____

Present Membership in National Guard or Reserves: Yes No

REFERENCES

provide contact information for each reference

THREE (3) REFERENCES: _____

EMERGENCY CONTACT

In case of an emergency notify: Name: _____

Address: _____

Phone: () _____

Do you have a valid Vehicle Operator's License: _____ State & Number _____

If applying online: Please be advised that

THIS AUTHORIZATION PAGE WILL NEED YOUR
HANDWRITTEN
SIGNATURE AND DATE

I authorize the Town to contact each former employer or reference. I authorize any of these persons to give all information concerning work-related items and I release all parties from liability for any damage that may result from furnishing same to you. Please note that finalists for positions with the Town of Middlebury are subject to a comprehensive background investigation conducted by Town Staff or an independent contractor retained by the Town for this purpose. The complete background investigation must be authorized in writing by the finalist and may include any or all of the following: a complete criminal and civil records check; a credit check; and contacting individuals not listed on this employment application to verify your fitness for duty with the Town of Middlebury.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed; falsified statements on this application shall be grounds for dismissal.

I also understand that if accepted by the Town, my employment is voluntarily entered into and I am free to resign at any time. Similarly, the Town is free to conclude my employment at any time. I further recognize that this application is not a contract and cannot create a contract.

_____ Date
Applicant's Signature

THE TOWN OF MIDDLEBURY IS AN EQUAL OPPORTUNITY EMPLOYER

DO NOT WRITE IN THIS SPACE BELOW

Interview by: _____ Date: _____

Hired: Yes _____ No _____ Position _____ Salary/Wage: _____

Dept. _____ Date Reporting to Work _____