

New Hire Application



Town of Hamilton Employment Application

GENERAL INFORMATION:

| | |
|--------------------------------------|--|
| Position for which you are applying: | |
| Date of application: | |
| Date available for employment: | |
| Desired Salary: | |

What led you to apply for a position at Hamilton Town Hall?

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|--|--|
| Newspaper Advertisement: | |
| Referred by an employee: If yes, by whom? | |
| Other: | |

PERSONAL INFORMATION:

| | | |
|-----------|------|-------|
| Last Name | M.I. | First |
| | | |

| | |
|------------------------|--|
| Social Security Number | |
|------------------------|--|

| | | | |
|----------|--|-------|--|
| Address | | | |
| City | | State | |
| Zip Code | | Phone | |
| E-Mail | | | |

Are you under 18? Yes No

Are you a United States Citizen? Yes No If no, are you a permanent resident of the United States or otherwise authorized to work by the United States Immigration and Naturalization Service? Yes No

Have you ever been convicted of a felony? Yes No If yes, describe in full _____

Have you been convicted of a misdemeanor within the last five years? Yes No If yes, describe in full _____

Have you ever been denied a fidelity bond? Yes No If yes, please explain _____

EDUCATION:

| | Name and Location | Dates | Grade completed/Degree |
|--------------------------|-------------------|-------|------------------------|
| High School: | | | |
| College | | | |
| Trade or Business School | | | |

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|---|--|
| Do you hold any Licenses or Certifications? | |
| If yes, please list: | |

EMPLOYMENT HISTORY:

Are you presently employed? Yes No

If so, may we contact your present employer? Yes No

Previous employment – please begin with most recent employer

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|---------------------|--|----------------------|--|
| Employer: | | Dates of employment: | |
| Address: | | Phone: | |
| Last position held: | | Supervisor: | |
| Responsibilities: | | | |
| Reason for leaving: | | | |

| | | | |
|---------------------|--|----------------------|--|
| Employer: | | Dates of employment: | |
| Address: | | Phone: | |
| Last position held: | | Supervisor: | |
| Responsibilities: | | | |
| Reason for leaving: | | | |

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|---------------------|--|----------------------|--|
| Employer: | | Dates of employment: | |
| Address: | | Phone: | |
| Last position held: | | Supervisor: | |
| Responsibilities: | | | |
| Reason for leaving: | | | |

REFERENCES:

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

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|--------|--|-----------------|--|
| Name: | | Association: | |
| Phone: | | Email if known: | |

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|--------|--|-----------------|--|
| Name: | | Association: | |
| Phone: | | Email if known: | |

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|--------|--|-----------------|--|
| Name: | | Association: | |
| Phone: | | Email if known: | |

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. I understand that misrepresentation or omission of facts requested in this application is cause for dismissal. Further, I understand that should Town of Hamilton, 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: | |
|-----------------------|--|-------|--|

Please attach a copy of your resume.

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|---|
| Please describe any job related skills or training not mentioned above: |
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