

# 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?

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			

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

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:			

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.

Name:		Association:	
Phone:		Email if known:	

Name:		Association:	
Phone:		Email if known:	

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.

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