

# Application for Employment - Town of Sterling

Please Print

Position Applied for: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_ Cellular/other # \_\_\_\_\_ E-mail \_\_\_\_\_

How Did You Learn About Us?

\_\_\_ Advertisement \_\_\_ Employment Agency \_\_\_ Friend \_\_\_ Relative \_\_\_ Walk-In \_\_\_ Other \_\_\_\_\_

Type of Employment Desired: \_\_\_\_\_ Full-Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary \_\_\_\_\_ Seasonal

Have you ever pleaded “guilty” or “no contest” to, or been convicted of a crime? \_\_\_\_\_ Yes \_\_\_\_\_ No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

## Qualifications and Skills

Summarize any special qualifications, skills, special training, or certificates that may assist you in performing the position for which you are applying: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Computer Skills (include software titles and years of experience):

\_\_\_\_\_ Word Processing \_\_\_\_\_ Years: \_\_\_\_\_

\_\_\_\_\_ Spreadsheet \_\_\_\_\_ Years: \_\_\_\_\_

\_\_\_\_\_ E-mail \_\_\_\_\_ Years: \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_ Years: \_\_\_\_\_

## Educational Background

Starting with your most recent school attended, provide the following information:

School (include City & State)	Years Completed	Diploma/degree/certification
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## References

List names and telephone numbers of three business/work/school references who are not related to you.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## Employment History

Starting with your most recent employer, provide the following employment, information (past 10 years). Use additional sheets of plain paper if you need more space.

Employer		Length of Service		Work Performed
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

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I certify that all information I have provided is complete and correct.

I authorize, without reservation, the employer to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to verify the accuracy of all information provided by me in this application, resume, and/or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form.

This Municipality does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. This Municipality takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment or may result in my immediate discharge from the employer's service, whenever it is discovered.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_