



Town of Enfield

23 Main Street, P.O. Box 373
Enfield, New Hampshire 03748
VOICE/TDD 603-632-5026 * FAX 603-632-5182
EMAIL townhall@enfield.nh.us

Application for Employment

This institution is an equal opportunity provider and employer.

Date:	Social Security No.:		
Name (Last Name, First Name, M.I.):			
Address:	City:	State:	Zip Code:
E-Mail:	Phone:		

Employment Desired:

Position Applying For:	Date You Can Start:	Salary Desired:
What type of work are you looking for? Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal/Temporary <input type="checkbox"/>		
Have you applied to work for the Town of Enfield before? YES <input type="checkbox"/> NO <input type="checkbox"/>	When?	
Have you been employed by the Town of Enfield before? YES <input type="checkbox"/> NO <input type="checkbox"/>	When?	
Are any relatives currently employed by the Town of Enfield? YES <input type="checkbox"/> NO <input type="checkbox"/>	Who?	
Are you 18 years of age or older? YES <input type="checkbox"/> NO <input type="checkbox"/> If NO a work permit will be required.		
Are you authorized to work in the United States? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Have you ever been convicted of a crime that has not been annulled by a court of law (including driving while impaired or its equivalent, but excluding minor motor vehicle offenses)?		YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, explain:		
Please note that conviction of a crime is not automatically a bar to employment, and factors such as nature, seriousness, and date of the offense, rehabilitation, and relationship to position will be considered.		

Education:

High School – Name and Location:	Number of Years Completed	Did You Graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>
	Subjects Studied:	
College – Name and Location:	Number of Years Completed	Did You Graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>
	Subjects Studied / Major:	Degree obtained:
Other Education (Graduate School, Trade School, etc.):	Number of Years Completed	Did You Graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>
	Subjects Studied / Major:	Degree obtained:

Employment History: (List most recent employment first)

Are you currently employed? YES <input type="checkbox"/> NO <input type="checkbox"/>		If yes, may we contact your current employer? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Name and Address of Employer:		Position Held:	
		From:	To: Salary:
		Reason for Leaving:	
Name and Address of Employer:		Position Held:	
		From:	To: Salary:
		Reason for Leaving:	
Name and Address of Employer:		Position Held:	
		From:	To: Salary:
		Reason for Leaving:	

Other Qualifications:

In addition to your work history, list other experiences, skills or qualifications you possess that would enhance your candidacy for a position with the Town of Enfield (attach additional pages if needed):

Professional References: (Names of individuals not related to you, whom you have known for at least 2 years.)

Name:	Contact information / email address:	Telephone No.:
Name:	Contact information / email address:	Telephone No.:
Name:	Contact information / email address:	Telephone No.:

I understand that if I am hired, my employment will be for no definite period, regardless of the period of payment of my wages. I understand that I have the right to terminate my employment at any time with or without notice, and the Town of Enfield has the same right. I further understand that the Town of Enfield may contact my previous employers, schools or persons listed as references to give any information regarding employment or education. I authorize those employers, schools and references to disclose to the Town of Enfield all records and other information pertinent to my application for employment with the Town of Enfield. I agree that the Town of Enfield, my previous employers, schools and references will not be liable in any respect if a job offer is not extended, is withdrawn, or my employment is terminated because of false statements, omissions or other information on this application.

I certify that all of the information that I provide on this application and in any interview will be complete, true and accurate. I understand that if I am employed, and any such information is later found to be incomplete, false or misleading in any respect, I may be discharged.

Signature:	Date:

Office Use Only

Interviewed by:		Date:	
Remarks:			
Hired: YES <input type="checkbox"/> NO <input type="checkbox"/>	Report Date:	Wage:	Recommended by:
Position/Department:			Approved by: