



Town of Pembroke
311 Pembroke Street
Pembroke, NH 03275
603-485-4747

APPLICATION FOR EMPLOYMENT

The Town of Pembroke is an equal opportunity employer and does not discriminate in hiring, promotion, or other employment decisions on the basis of race, sex, color, pregnancy, religion, national origin, sexual orientation, genetic information, marital status, disability, age, veteran or military status, or any other basis protected by law. Equal access to programs, services and employment is available to all persons, Those applicants requiring reasonable accommodations to the application and/or interview process should notify the Town Administrator.

PLEASE PRINT (USE INK)

PERSONAL:

Name: _____
(Last) (First) (Middle)

Current Address: _____ Telephone: _____
(Street) (City) (State) (Zip Code) (Include Area Code)

Permanent Address (if different) _____
(Street) (City) (State) (Zip Code)

Have you ever applied for employment here before? ____ Yes ____ No If yes, when? _____

Have you ever worked for the Town before? ____ Yes ____ No If yes, when? _____

Dates of Employment _____ Reason for Leaving _____

WORK EXPERIENCE: PRESENT OR MOST RECENT EMPLOYMENT

Employer: _____ Address: _____
(Street) (City) (State)

May we contact your present employer? ____ Yes ____ No

Telephone: (____) _____ Kind of Business: _____ Name and Title of Immediate Supervisor: _____

Employed from _____ to _____ Job Title: _____
(Mo., Yr.) (Mo., Yr.)

Duties Performed: _____

Starting Salary _____ Final Salary _____ Reason for Leaving _____

PREVIOUS EMPLOYMENT:

Employer: _____ Address: _____
(Street) (City) (State)

May we contact your present employer? ____ Yes ____ No

Telephone: (____) _____ Kind of Business: _____ Name and Title of Immediate Supervisor: _____

Employed from _____ to _____ Job Title: _____
(Mo., Yr.) (Mo., Yr.)

Duties Performed: _____

Starting Salary _____ Final Salary _____ Reason for Leaving _____

PREVIOUS EMPLOYMENT:

Employer: _____ Address: _____
(Street) (City) (State)

May we contact your present employer? ____ Yes ____ No

Telephone: (____) _____ Kind of Business: _____ Name and Title of Immediate Supervisor: _____

Employed from _____ to _____ Job Title: _____
(Mo., Yr.) (Mo., Yr.)

Duties Performed: _____

Starting Salary _____ Final Salary _____ Reason for Leaving _____

PREVIOUS EMPLOYMENT:

Employer: _____ Address: _____
(Street) (City) (State)

May we contact your present employer? ____ Yes ____ No

Telephone: (____) _____ Kind of Business: _____ Name and Title of Immediate Supervisor: _____

Employed from _____ to _____ Job Title: _____
(Mo., Yr.) (Mo., Yr.)

Duties Performed: _____

Starting Salary _____ Final Salary _____ Reason for Leaving _____

EDUCATION:

	Name	City/State	Degree Rec. Yes or No	Type of Degree Diploma or GED	Major
High School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
Trade School	_____	_____	_____	_____	_____

Commercial courses completed (include skills, typing, shorthand, business machines, personal computers, etc.): _____

GENERAL:

Are you authorized to work in the United States? ____Yes ____No (Proof of eligibility to work in the U.S. will be required upon employment.)

Are you 18 years old or older? ____Yes ____No

How did you happen to contact the Town? _____

Are you available to work: Full-Time ____ Part-Time ____ Temporary ____

If part-time indicate maximum hours per week _____

What position are you applying for? _____ Starting Salary desired _____

Can you perform the essential functions of the job with or without reasonable accommodation? ____Yes ____No

Are you currently on layoff or leave from another employer? ____ Yes ____ No

CONVICTION INFORMATION:

Have you ever been convicted of a crime including pleading guilty or no contest. ____ Yes ____ No (If yes, please fill in information below.)

	Date	Reason	Disposition of Case	Place
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____