**TOWN OF HOPKINTON**

# 330 Main Street, Hopkinton, NH 03229

Tel. (603) 746-3170 Fax (603) 746-3049 e-mail: [selectmen@hopkinton-nh.gov](mailto:selectmen@hopkinton-nh.gov)

**APPLICATION FOR EMPLOYMENT**

The Town of Hopkinton 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, 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 accommodation to the application and/or interview process should notify the Town Administrator.

Position Desired:

**PLEASE PRINT (USE INK)**

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| **PERSONAL:**  Name: E-mail:  (Last) (First) (Middle)  Current Address: Telephone:  (Street) (City) (State) (Zip Code) (Include Area Code)  Permanent Address (if different)  Telephone:  (Street) (City) (State) (Zip Code) (Include Area 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, where? 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  Name and Title of  Telephone Kind of Business Immediate Supervisor  (Include Area Code)  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)  Name and Title of  Telephone Kind of Business Immediate Supervisor  (Include Area Code)  Employed From to Job Title  (Mo., Yr.) (Mo., Yr.)  Duties  Performed  Starting Salary Final Salary Reason for Leaving |
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| **PREVIOUS EMPLOYMENT:** (Use additional sheets if necessary to describe all previous employment)  Employer: Address:  (Street) (City) (State)  Name and Title of  Telephone Kind of Business Immediate Supervisor  (Include Area Code)  Employed From to Job Title  (Mo., Yr.) (Mo., Yr.)  Duties  Performed  Starting Salary Final Salary Reason for Leaving |
| **EDUCATION:** Degree Received Type of Degree  Name City/State Yes or No 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/City? 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) that has not been annulled by a court, except for minor traffic violations? Yes No (If yes, please fill in information below.)  **Conviction information will not necessarily bar an applicant from employment.**  Date Reason Disposition of Case Place  1.  2.  3. |
| **NOTICE: PLEASE READ BEFORE SIGNING**   * If I am hired, I agree to abide by the rules and policies of the Town of Hopkinton. * I understand that if I am hired, my employment will be for no definite period, and that my employment and compensation can be terminated with or without cause and without notice, at any time, at the option of either the Town or me. * I authorize all persons, companies, prior employers, schools, credit bureaus, and government agencies to supply any information concerning my background, education, and employment, and release all parties from all liability for any damage that may result from furnishing same to you. I also release the Town of Hopkinton and its agents from all liability from damages arising from this research of my background. * I certify that the information contained in this application is complete and correct to the best of my knowledge and understand that falsification of this information is grounds for dismissal in accordance with Town policy. * I certify that all of the information that I provide on this application or in any interview will be complete, true, and accurate. I understand that if I am hired, and any such information is later found to be incomplete, false, or misleading in any respect, I may be discharged.   I have read the above Notice Section or have had someone read or explain it to me, and I fully understand it.    (Print Name) (Signature) (Date) |