

# TOWN OF HOPKINTON

330 Main Street, Hopkinton, NH 03229

Tel. (603) 746-3170 Fax (603) 746-3049 e-mail: 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)**

<b>PERSONAL:</b>			
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 _____	
<b>WORK EXPERIENCE: PRESENT OR MOST RECENT EMPLOYMENT</b>			
Employer: _____	Address: _____	_____	_____
	(Street)	(City)	(State)
May We Contact Your Present Employer? _____ Yes _____ No			
Telephone _____	Kind of Business _____	Name and Title of	Immediate Supervisor _____
(Include Area Code)			
Employed From _____ to _____		Job Title _____	
(Mo., Yr.)	(Mo., Yr.)		
Duties Performed _____			
Starting Salary _____	Final Salary _____	Reason for Leaving _____	
<b>PREVIOUS EMPLOYMENT:</b>			
Employer: _____	Address: _____	_____	_____
	(Street)	(City)	(State)
Telephone _____	Kind of Business _____	Name and Title of	Immediate Supervisor _____
(Include Area Code)			
Employed From _____ to _____		Job Title _____	
(Mo., Yr.)	(Mo., Yr.)		
Duties Performed _____			
Starting Salary _____	Final Salary _____	Reason for Leaving _____	
<b>PREVIOUS EMPLOYMENT:</b>			
Employer: _____	Address: _____	_____	_____
	(Street)	(City)	(State)
Telephone _____	Kind of Business _____	Name and Title of	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:** (Use additional sheets if necessary to describe all previous employment)

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
(Street) (City) (State)  
Telephone \_\_\_\_\_ Kind of Business \_\_\_\_\_ Name and Title of  
(Include Area Code) 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 Received 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/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)