

Town of Bethlehem
P.O. Box 189, 2155 Main Street
Bethlehem, NH 03574
603-869-3351

APPLICATION FOR EMPLOYMENT

The Town of Bethlehem 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 a representative of the Human Resources Department.

PLEASE PRINT (USE INK)

PERSONAL:

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

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

Permanent Address (if different): _____ Telephone: _____
(Street) (City) (State and Zip)

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

Have you ever worked for the Town/City before? Yes No If yes, where? _____

Dates of Employment _____ Reason for Leaving _____

EMPLOYMENT EXPERIENCE: (Start with your present or last job)

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

May we contact your Present Employer? Yes No

Telephone: _____ Type of Business: _____ Name and Title of Immediate Supervisor _____
(Include Area Code)

Employed From: _____ to _____ Job Title _____

Duties Performed: _____

Starting Salary: _____ Final Salary: _____ Reason for Leaving: _____

PREVIOUS EMPLOYER:

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

May we contact your Previous Employer? Yes No

Telephone: _____ Type of Business: _____ Name and Title of Immediate Supervisor _____
(Include Area Code)

Employed From: _____ to _____ Job Title _____

Duties Performed: _____

Starting Salary: _____ Final Salary: _____ Reason for Leaving: _____

PREVIOUS EMPLOYER:

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

May we contact your Previous Employer? ____ Yes ____ No

Telephone: _____ Type of Business: _____ Name and Title of
(Include Area Code) Immediate Supervisor _____

Employed From: _____ to _____ Job Title _____

Duties Performed: _____

Starting Salary: _____ Final Salary: _____ Reason for Leaving: _____

PREVIOUS EMPLOYER:

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

May we contact your Previous Employer? ____ Yes ____ No

Telephone: _____ Type of Business: _____ Name and Title of
(Include Area Code) Immediate Supervisor _____

Employed From: _____ to _____ Job Title _____

Duties Performed: _____

Starting Salary: _____ Final Salary: _____ Reason for Leaving: _____

PREVIOUS EMPLOYER:

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

May we contact your Previous Employer? ____ Yes ____ No

Telephone: _____ Type of Business: _____ Name and Title of
(Include Area Code) Immediate Supervisor _____

Employed From: _____ to _____ Job Title _____

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 computer, 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 hear about the position? _____

Are you available to work full-time _____ part-time _____ temporary _____? If part-time, include 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 accommodations? _____ Yes _____ No

CONVECTION 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/City.
- 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/City 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 liabilities 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/City policy.
- I certify that all of the information that I provided 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 to me, and I fully understand it.

(Print Name)

(Signature)

(Date)