



TOWN OF HILLSBOROUGH

27 School Street, Hillsborough NH 03244

Tel. (603) 464-3877 Fax (603) 464-4270

APPLICATION FOR EMPLOYMENT

The Town of Hillsborough 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.

Position Desired: _____

PLEASE PRINT (USE INK)

PERSONAL:

Name: _____ Email: _____
(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, When? _____

Dates of Employment _____ Reason for Leaving _____

EDUCATION:

School	Name & Location	Years Completed	Last Year Attended	Diploma or Degree	Major Courses
High					
College					

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

Are you available to work full-time _____ part-time _____ temporary _____? If part-time, indicate maximum hours per week _____

Starting salary desired _____

WORK EXPERIENCE: PRESENT OR MOST RECENT EMPLOYMENT

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

May We Contact Your Present Employer? _____ Yes _____ No

Telephone _____ Kind of Business _____
(Include Area Code)

Immediate Supervisor _____

Employed From _____ to _____ Job Title _____
(Mo., Yr.) (Mo., Yr.)

Duties Performed _____

Starting Salary _____ Final Salary _____ Reason for Leaving _____

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(Include Area Code)

Immediate Supervisor _____

Employed From _____ to _____ Job Title _____
(Mo., Yr.) (Mo., Yr.)

Duties Performed _____

Starting Salary _____ Final Salary _____ Reason for Leaving _____

(Use Additional sheets if necessary to describe all previous employment)



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NOTICE: PLEASE READ BEFORE SIGNING

- If I am hired, I agree to abide by the rules and policies of the Town of Hillsborough
- 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 Hillsborough 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 to me, and I fully understand it.

(Print Name)

(Signature)

(Date)