



**Buckland is an Equal Opportunity Employer**

# Town Of Buckland

## Application for Employment

### PERSONAL INFORMATION

Name

LAST FIRST MI

Address

STREET CITY STATE ZIP

How long have you lived at this address?

Mailing Address

[IF DIFFERENT] STREET CITY STATE ZIP

Phone Number:

Are you 18 years of age or older? Yes  No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?

**Initial here:**

### EMPLOYMENT DESIRED

Position \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary desired \_\_\_\_\_

Are you currently employed? Y  N  May we contact your employer? Y  N

### EDUCATION

	Name and Location of School	Years attended	Did you graduate?	Subjects studied
High School				
College/Trade School				

### GENERAL

Subjects of special study or research work:

Special Skills:

Armed Forces Rank: Present Member?

### FORMER EMPLOYERS

(Beginning with most recent employer)

Date (MM/YY)	Name & City/Town of business	Reason for leaving?
From:		
To:		
From:		
To:		
From:		
To:		

Which of these jobs did you like best?

What did you like most about that job?

## QUALIFICATIONS

What makes you qualified for this position?

What attributes will require improvements to qualify for this position?

## REFERENCES

List three persons who are not relatives, whom you have known for at least 1 year.

Name	Phone Number	Business	Years Acquainted

### CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

I understand that acceptance of this application by the Town of Buckland does not imply that I will be employed. The information that I have provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials or as provided during interviews, can be justification for refusal of employment or can be justification for termination from employment, if employed. I understand that any offer of employment that I receive from the Town of Buckland is contingent upon my successful completion of the pre-employment screening process including but not limited to the Town of Buckland receiving satisfactory references, a satisfactory criminal history and Criminal Offense Record Inquiry, satisfactory verification of driver's license or certifications where required and satisfactory completion of any required post-offer pre-employment drug test or physical examination. In processing my application for employment, the Town of Buckland may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me. I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information. If employed by the Town of Buckland, I understand that as a condition of employment, I may be required to furnish additional or updated medical information, that I may be required to undergo a physical examination, that I may be subject to drug and/or alcohol testing, that the Town may request a Criminal Offense Record Inquiry (CORI check) on me, investigate my driving record or verify my license(s) or certification(s) as required for employment at any time during my employment. As a condition of employment an employee may be required to provide additional or updated information especially if this employee has been on workers comp and may require both drug testing and an employment physical in order to allow us to have the necessary information for making a proper decision or reasonable accommodations, if necessary. I understand that the Town of Buckland is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time unless there is an applicable bargaining unit contract provision. I understand that the Town of Buckland is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, sex, national origin, age, disability, sexual orientation, genetics, or any other class protected by federal, state, or local law. I understand that a fully completed application is required and writing "see resume" is not acceptable in any field. My signature certifies that I have read and agree with the above statements and all statements contained in this application for employment.

Signed by \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
Print name day of month month

\_\_\_\_\_  
Signature