



Town of Meredith

Application for Employment

41 Main Street, Meredith, New Hampshire 03253

Tel (603) 279-4538

Website: www.meredithnh.org

We are an equal opportunity employer. We do not discriminate in hiring, promotion, or other employment decisions on the basis of race, sex, color, pregnancy, religion, disability, age, veteran status, sexual orientation, marital 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 in the application and/or interview process should notify a representative of the Human Resource Department.

PERSONAL:

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

Current Address: _____ Date: _____
(Street) (City) (State) (Zip Code)

Mailing Address: _____
(Street) (City) (State) (Zip Code)

Email Address: _____

Telephone: _____

Have you ever applied for employment here before? _____ Yes _____ No

If yes, when? _____

Have you ever worked for the Town of Meredith? _____ Yes _____ No

If yes, when? _____

Reason for leaving? _____

GENERAL:

Position Applied For: _____ Starting Salary Desired _____

When would you be available to start? _____

Are you legally eligible to work in the U.S.? _____ Yes _____ No Are you over 18? _____ Yes _____ No

The Town of Meredith supports the Americans with Disabilities Act. Are you able to perform the specific job functions for which you are applying with or without accommodations? _____ Yes _____ No

How did you learn about the position for which you are applying? _____

If a newspaper, which one, or if a Town Employee referral please name. _____

Please indicate whether you are looking to work _____ Full-Time _____ Part-Time _____ Seasonal

Please indicate any scheduling restrictions: _____

Motor Vehicle and Criminal History:

If the position you are hired for requires driving of a Town vehicle, you must produce an appropriate, valid driver's license. Your driving record will be reviewed if your position requires driving a Town vehicle. Your driving record must be within the standards set by the Town's insurance company and the Town in order for you to be permitted to operate a Town vehicle.

Do you have a valid driver's license? ____ Yes ____ No Do you have a valid Commercial Driver's License ____ Yes ____ No

Please explain any accidents regardless of fault for the past 3 years _____

Please indicate dates of ALL license suspensions or forfeitures for the past 3 years. _____

Have you ever been arrested for, or convicted, of a felony or a misdemeanor that has not been annulled by a court? Omit juvenile offenses and minor traffic violations. Include convictions by general court martial while in military service. ____ Yes ____ No

If yes, please explain. (A conviction does not automatically mean that you cannot be employed. The charge and date are important. Give all the facts so a decision can be made. _____

Education and Training:

Do you have a high school diploma or equivalent? ____ Yes ____ No If no, would you be able to obtain? ____ Yes ____ No

School Name and Location	Number of Years	Did you graduate?	Degree	Major
High School _____	_____	_____	_____	_____
College _____	_____	_____	_____	_____
Other Education _____	_____	_____	_____	_____

Please list any special qualifications (Professional licenses or certifications, typing or computer skills). _____

Please list any other training you have received. _____

Please list three professional references.

_____ Name	_____ Phone	_____ Email or Address
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_____ Name	_____ Phone	_____ Email or Address
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_____ Name	_____ Phone	_____ Email or Address
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Work Experience – Begin with your present or most current employment. Include any military and volunteer experience. Additional experience should be listed on a separate sheet or on a personal resume. Be sure to include all requested information as it relates to the job for which you are applying. Resumes may be supplemental. A Town of Meredith Application must be completed for any position applied for.

Present Employer: _____ Employed from: _____ To: _____ Address: _____ Telephone: _____ Duties: _____ Reason for Leaving: _____ At what point can we contact? _____ Supervisor's Name: _____
Previous Employer: _____ Employed from: _____ To: _____ Address: _____ Telephone: _____ Duties: _____ Reason for Leaving: _____ May we contact? _____ Supervisor's Name: _____
Previous Employer: _____ Employed from: _____ To: _____ Address: _____ Telephone: _____ Duties: _____ Reason for Leaving: _____ May we contact? _____ Supervisor's Name: _____
Previous Employer: _____ Employed from: _____ To: _____ Address: _____ Telephone: _____ Duties: _____ Reason for Leaving: _____ May we contact? _____ Supervisor's Name: _____

Volunteer or Military service: _____

Attention: This Section must be read and signed.

I certify that of the statements and attachments made in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not employing me or dismissing me after I have begun work. I understand that all the information contained in this application may be subject to verification.

I authorize the Town of Meredith to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include but is not limited to, academic, residential, performance, attendance, personal history, disciplinary, arrest and conviction records (both juvenile and adult). Further, I hereby authorize all references, persons, school, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume and other documents supplied by me, if any) to provide the Town of Meredith any relevant information that may be required to arrive at an employment decision. I understand that the information release is for the Town of Meredith's use only.

I release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may, at any time, happen to me as a result of compliance, or any attempts to comply with this authorization.

For certain job categories, I may be required to pass, after a conditional offer of employment is made, a physical examination to establish ability to perform the essential functions of the job. I authorize the Town of Meredith to conduct a criminal history check of my record. I understand that any offer of employment is conducted upon the Town's concurrence, before or after such offer is made, that the results of the criminal history check are consistent with the Town's employment standards or expectations of the job for which I am applying. I also understand that the Town of Meredith conducts pre-employment and random drug testing in various departments.

Signature of Applicant

Date

If you use a web
based email send
to hr@meredithnh.org