

EMPLOYMENT EXPERIENCE

List jobs starting with your *present or most recent job*. Include any military experience. Account for all employment/educational activity within the last 7 years. A Résumé may be attached but does not take the place of this form. If you need more space, please attach a separate sheet

Company Name	Telephone ()	Dates Employed From To
Address		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Job Title	Name of Supervisor	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Duties		Reason for leaving.
		Start Salary End Salary

List tools, equipment and computer software utilized in this position.

Company Name	Telephone ()	Dates Employed From To
Address		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Job Title	Name of Supervisor	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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		Start Salary End Salary

List tools, equipment and computer software utilized in this position.

SKILLS

Typing / Word Processing	Indicate the number of words per minute you can type without error: _____
Computer Software	Indicate the types of software you are skilled in using: <input type="checkbox"/> Windows <input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> PowerPoint <input type="checkbox"/> Access <input type="checkbox"/> Outlook <input type="checkbox"/> Internet Other _____
Telephone Experience	Have you operated a multi-line phone? <input type="checkbox"/> Yes <input type="checkbox"/> No Number of Lines? _____ Years of experience? _____
Driver's License	Do you have a Valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have a Valid Commercial Driver's License (CDL)? <input type="checkbox"/> No <input type="checkbox"/> Permit <input type="checkbox"/> Class A <input type="checkbox"/> Class B

YOU MUST SIGN THIS APPLICATION. READ THE FOLLOWING CAREFULLY BEFORE YOU SIGN.

I certify that all answers given herein are true and complete to the best of my knowledge. I authorize any reference checks as well as the investigation of all statements contained in this application for employment that may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. If selected for employment, I further understand that my employment is contingent upon passing a pre-employment physical, background investigation and/or a drug test. *I also understand and acknowledge that all employees of the Town are employees-at-will who may quit at any time for any reason and who may be terminated at any time for any or no reason.*

Signature of Applicant _____	Date _____
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