



Town of Sanbornton Employment Application

PO Box 124 – 573 Sanborn Road
Sanbornton, NH 03269
603.286.8303 – www.sanborntonnh.org

The Town of Sanbornton is an equal opportunity employer. We do not discriminate in hiring, promotion, or other employment decisions on the basis of age, sex, sexual orientation, gender identity, race, creed, color, marital status, familial status, physical or mental disability or national origin. 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 the Town Administrator.

PERSONAL:

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

Current Address: _____
(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 Sanbornton? _____ Yes _____ No If yes, when? _____

Reason for leaving? _____

GENERAL:

Position Applying for: _____ Starting Salary Desired: _____

When would you be available to start? _____

Are you legally eligible to work in the U.S.? _____ Are you over 18? _____

The Town of Sanbornton supports the Americans with Disabilities Act; after having read the job description, are you able to perform the specific job functions for which you are applying with or without accommodations? _____

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:

A criminal history background check will be obtained after an offer of employment. Your driving record will be reviewed if the position requires driving a town vehicle. 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 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? _____

Do you have a valid Commercial Driver’s License? _____

Education and Training:

Do you have a high school diploma or equivalent? _____

If no, would you be able to obtain? _____

High School _____	_____	_____	_____
	School Name	Did you graduate?	Degree/Major

College _____	_____	_____	_____
	School Name	Did you graduate?	Degree/Major

Other Education _____	_____	_____	_____
	School Name	Did you graduate?	Degree/Major

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

_____	_____	_____
Name	Phone	Email

_____	_____	_____
Name	Phone	Email

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 Sanbornton Application must be completed for any position applied for.

Present Employer: _____
Name Street Address State Zip Code

Employment Information: _____
Title Start Date End Date

Duties: _____

Reason for Leaving: _____

At what point can we contact? _____

Supervisor's Name: _____
Email Phone Number

Previous Employer: _____
Name Street Address State Zip Code

Employment Information: _____
Title Start Date End Date

Duties: _____

Reason for Leaving: _____

May we contact? _____

Supervisor's Name: _____
Email Phone Number

Previous Employer: _____
Name Street Address State Zip Code

Employment Information: _____
Title Start Date End Date

Duties: _____

Reason for Leaving: _____

May we contact? _____

Supervisor's Name: _____
Email Phone Number

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 Sanbornton 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 and conviction records. Further, I hereby authorize all references, persons, school, my current employer (if applicable), previous employers and organizations named in this application (and accompanying resume and other documents supplied by me, if any) to provide the Town of Sanbornton any relevant information that may be required to arrive at an employment decision. I understand that the information release is for the Town of Sanbornton'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 Sanbornton 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 Sanbornton conducts pre-employment and random drug testing in various departments.

Signature of Applicant

Date