



**Town of Mendon**  
2282 U.S. Route 4  
Mendon, Vermont 05701  
802-775-1662  
[www.mendonvt.org](http://www.mendonvt.org)

## EMPLOYMENT APPLICATION

### PERSONAL INFORMATION

Name \_\_\_\_\_  
Last First Middle Date

Street Address \_\_\_\_\_

City/State Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

### WORK PREFERENCE

Type of work desired \_\_\_\_\_

Expected salary \_\_\_\_\_

Describe your prior experience in the type of work you want. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Describe any formal schooling or training for this work. \_\_\_\_\_

\_\_\_\_\_

List any licenses, security or bonding clearance or certificates you have.

\_\_\_\_\_  
\_\_\_\_\_

Office skills (typing, machine operation, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Referral source: • Friend • Relative • Employment Agency • Other \_\_\_\_\_

**AVAILABILITY FOR WORK**

Date available for work \_\_\_\_\_ · Full-time · Part-time · Temporary

Shifts or times you will work:

· Day · Afternoon · Graveyard · Rotating · Weekends · Holidays

Will you work daily overtime on occasion if necessary? · Yes · No

Will you work extra days in the week if necessary? · Yes · No

Do you plan to work elsewhere or attend school while working here? · Yes · No

**PRESENT EMPLOYMENT**

(Use additional sheets for any explanations you may wish to give about answers given below.)

Are you presently employed? · Yes · No

How much advance notice do you need to give your present employer? \_\_\_\_\_

Do you authorize us to contact your present employer as a reference? · Yes · No

**PRIOR EVENTS**

Have you ever worked for this municipality before? · Yes · No

Do you authorize us to contact your previous employers for references? · Yes · No

If you have ever been discharged or if you have ever resigned from any employment, please identify the employer and state the reasons for the discharge and/or resignation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER PERSONAL DATA**

Do you have any relatives working for this municipality? · Yes · No

**CITIZENSHIP/AUTHORIZATION TO WORK**

Can you, after an offer of employment, submit proof that you are legally permitted to work in the U.S. under federal law? · Yes · No

(Please note that if you are hired to work, you will be required to furnish valid documentation that you are legally entitled to work in the U.S.)

**EDUCATION and TRAINING**

**High School**

Name of last high school \_\_\_\_\_

Location \_\_\_\_\_

Circle highest year completed: 1 2 3 4 5 6 7 8 9 10 11 12 Average grade: \_\_\_\_\_

Special courses (typing, technical, etc.) \_\_\_\_\_

**College or University**

Name \_\_\_\_\_

Location \_\_\_\_\_

Years attended \_\_\_\_\_ Degree \_\_\_\_\_

Major subjects \_\_\_\_\_ GPA \_\_\_\_\_

**Other (graduate, trade school, correspondence school, etc.)**

Name \_\_\_\_\_

Location \_\_\_\_\_

Course length \_\_\_\_\_ Was course completed? • Yes • No

Degree \_\_\_\_\_ Subject \_\_\_\_\_

Grade average \_\_\_\_\_

**EMPLOYMENT and U.S. MILITARY SERVICE RECORD**

Please complete this section even if you have attached a resume. Give a complete account of your full-time employment. Begin with your *present* or *most recent* positions and *work back*.

1. Employer's name and address \_\_\_\_\_

Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_

Main duties \_\_\_\_\_

\_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Starting Pay \_\_\_\_\_ Ending Pay \_\_\_\_\_

Why did you leave? \_\_\_\_\_

2. Employer's name and address \_\_\_\_\_

Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_

Main duties \_\_\_\_\_

\_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Starting Pay \_\_\_\_\_ Ending Pay \_\_\_\_\_

Why did you leave? \_\_\_\_\_

3. Other positions and periods of unemployment:

Employer \_\_\_\_\_

Main Duties \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Pay \_\_\_\_\_

Why did you leave? \_\_\_\_\_

Employer \_\_\_\_\_

Main Duties \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Pay \_\_\_\_\_

Why did you leave? \_\_\_\_\_

Employer \_\_\_\_\_

Main Duties \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Pay \_\_\_\_\_

Why did you leave? \_\_\_\_\_

Are you a veteran of the U.S. military service?      · Yes   · No

If so, Branch \_\_\_\_\_ Dates \_\_\_\_\_

Military training and experience relevant to job applied for: \_\_\_\_\_

\_\_\_\_\_

**CERTIFICATE OF APPLICANT** (Read carefully before signing.)

All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may be cause for rejection or, if employed, may be just cause for immediate dismissal. I hereby authorize any former employer, person, firm, corporation or educational institution listed hereon including this municipality to answer any and all questions, provide documents and agree to hold all persons harmless for giving any and all truthful information within their knowledge or records. I understand this is a preliminary application and not a contract for employment. Furthermore, in the event I am employed, my employment shall be completely voluntary and may be terminated at will at any time for any non-discriminatory reason upon notice by either myself or the municipality. I agree to comply with all reasonable rules of the municipality as a condition of employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

The Town of Mendon is an equal opportunity employer. It is the policy of this Municipality to provide equal employment opportunity to all applicants and employees without regard to race, color, religion, national origin, sex, sexual orientation, ancestry, place of birth, age, disability, HIV status or other status protected by state or federal law. No question is asked on this application or during the application process for the purpose of excluding any applicant due to race, color, religion, national origin, sex, sexual orientation, ancestry, place of birth, age, disability, HIV status or other protected status under federal or state law.