**Employment Application**

**Town of Newington, New Hampshire**

205 Nimble Hill Road

Newington, NH 03801

603-436-7640

Please print in ink or type. Answer every question clearly and completely.

Where a question does not apply, answer N/A. Completed applications may be mailed or hand-delivered.

PERSONAL DATA

Applications are only accepted for jobs which are currently open. Be sure to list the title of the job for which you are applying.

POSITION APPLIED FOR DATE

(Give exact title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

3. Home phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Cell phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Are you legally eligible to work in the U.S.? **Yes /No**

5. The Town of Newington supports the Americans with Disabilities Act. Are you able to perform the specific job functions, with or without reasonable accommodations, of the job for which you are applying? **Yes/No**

6. Have you ever worked for the Town of Newington? **Yes./ No**

If yes, which department? When?

7. If the position for which you are hired 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.

8. When would you be available for employment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. What is the lowest salary you will accept? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

If newspaper, which one, or if Town employee referral, list name of

employee. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATION, EXPERIENCE AND TRAINING**

11. Indicate the highest educational grade completed:

1 2 3 4 5 6 7 8 9 10 11 12 Undergraduate Graduate Ph.D.

Name and location of the last high school attended :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Did you graduate from high school? **Yes /No**

If not, have you passed a G.E.D. test? **Yes/ No**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School Name and Location  | Number of Years Attended  | Did you Graduate?  | Degree  | Major Area of Study  |
|  |
| Other Education  |
|  |  | School Name & Location | Number of Years Attended |  |  |  |
| College/University |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Work Experience** |  | **COMPANY NAME** | **DATES OF EMPLOY** | **REASON FOR LEAVING** | **Supervisor Name** |  |
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