

# APPLICATION FOR EMPLOYMENT



P.O. Box 106 Hanover NH 03755

Do not write in box. For official use only upon hiring.	
Position:	Starting Wage:
Hire date:	\$

DATE of APPLICATION: \_\_\_\_\_

Date of Availability to Start Work if Hired: \_\_\_\_\_

NAME:

\_\_\_\_\_  
Last First Middle

Social Security: _____
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Present Address: \_\_\_\_\_  
Street City State ZIP Code

Present Address: \_\_\_\_\_  
Street City State ZIP Code

Phone Numbers: Daytime: (\_\_\_\_\_) \_\_\_\_\_ Nights: (\_\_\_\_\_) \_\_\_\_\_  
Area Code Area Code

e-mail address: \_\_\_\_\_  
(If Available, e-mail will not be used as a primary contact method, nor will it be put to an unauthorized usage.)

Position Desired: \_\_\_\_\_ Hours Per Week Desired: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Have you had any experience with any of the following?  
 Over the Counter Sales? **YES/NO** Food Service? **YES/NO**  
Circle One Circle One  
 Customer Relations? **YES/NO** Light Janitorial Duties? **YES/NO**  
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 Operation of maintenance equipment? **YES/NO**  
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**Certifications** List all certifications and expirations dates in Swimming, Lifeguarding, First Aid, CPR and any others that you feel are Appropriate. (if Applicable to position applied for).

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U.S. military Service: ARMY/AIR FORCE NAVY/MARINE: \_\_\_\_\_ WHEN SERVED: \_\_\_\_\_

CURRENT MEMBERSHIP IN THE NATIONAL GUARD OR RESERVES: **YES/NO** RANK: \_\_\_\_\_  
Circle One

Education	Name & Location Of School	Years Attended	Did You Graduate?	Subjects Studied
Grammar School	_____	_____	_____	_____
High School	_____	_____	_____	_____
College, Trade, Business or Correspondence School	_____	_____	_____	_____

The Age Discrimination Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40, but less than 70 years of age.

Are You Currently Employed? **YES/NO** May We Inquire with your Employer? **YES/NO** If Yes Phone Number of Current Employer: (\_\_\_\_\_) \_\_\_\_\_  
Circle One Circle One Area Code

If Yes To The Above Questions What Is Your Current Supervisor's Name? \_\_\_\_\_

Have You Ever Applied With This Company Before? **YES/NO** If Yes, When? \_\_\_\_\_  
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An affirmative response to the following questions will not automatically exclude your consideration for any position.  
 Have You Ever been convicted of a crime or misdemeanor? **YES/NO** Are their any charges pending against you in this jurisdiction? **YES/NO**  
Circle One Circle One

If yes to either please explain. \_\_\_\_\_

A criminal background check may be a prerequisite for certain positions, by signing this application, the applicant acknowledges to such check may be conducted.

Former Employers: (List below last four employers, starting with last one first).

ate of Employment Month & Year	NAME & ADDRESS OF PREVIOUS EMPLOYER	Salary	Position	Reason for Leaving
From: _____ To: <b>Present</b>	_____	_____	_____	_____
From: _____ To: _____	_____	_____	_____	_____
From: _____ To: _____	_____	_____	_____	_____
From: _____ To: _____	_____	_____	_____	_____

References: (Give the names of three persons not related to you, whom you have known at least 5 years).

Name	Address	Business	Years Acquainted

Physical Record:  
 Do you have any physical limitations that preclude you from performing any work for which you are being considered? **YES/NO**  
Circle One

If Yes to the above question, what can be done to accommodate your limitations?  
 Please describe: \_\_\_\_\_

**PERSON TO NOTIFY IN CASE OF EMERGENCY:** \_\_\_\_\_ DAYTIME: ( ) \_\_\_\_\_  
Name Area Code  
 \_\_\_\_\_ NIGHTS: ( ) \_\_\_\_\_  
Relationship Area Code

A criminal background check may be a prerequisite for certain positions, by signing below the Applicant acknowledges to such check may be conducted.

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing the same to you. I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice."

Date: \_\_\_\_\_ Signature: **X**  
 Thank-You for submitting an application with our firm.

<b>Do not Write Below This Line. For Official Use Only.</b>	
INTERVIEWED BY: _____	DATE OF INTERVIEW: _____
<b>HIRED: YES/NO</b> <small>Circle One</small>	POSITION: _____
DATE REPORTING TO WORK: _____	SALARY/WAGE: _____
DAYS OF AVAILABILITY <b>MON TUES WED THUR FRI SAT SUN</b> <small>Circle All Available Dates</small>	HOURS PER WEEK DESIRE! <b>5 10 15 20 25 30 35 40</b> <small>Circle Appropriate Hours</small>

This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination.