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# Town of Alton, NH

Board of Selectmen | Town Administrator  
PO Box 659      1 Monument Square Alton, NH 03809  
Office: 603-875-2161      Fax: 603-651-0732

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## Employment Application

Date: \_\_\_\_\_

Name (First, Middle, Last): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Position Desired: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

### **Work Availability** (check as applicable)

- |                                    |                                    |   |
|------------------------------------|------------------------------------|---|
| <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time | <input type="checkbox"/> Days               |
| <input type="checkbox"/> Evenings  | <input type="checkbox"/> Weekdays  | <input type="checkbox"/> Weekends           |
| <input type="checkbox"/> Holidays  | <input type="checkbox"/> Overtime  | <input type="checkbox"/> Preferences: _____ |

### **Certifications, Special Skills, Training, Licenses**

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### **Memberships in Professional Associations and Civic Organizations**

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### **Hobbies and Other Activities**

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**United States Citizenship**

Yes       No       Legally Registered Alien (documentation required)

**Military Service**

Yes       No      Branch of Service: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ Rank Held: \_\_\_\_\_

Discharge:     Honorable       Dishonorable

**Person to Notify in the Event of an Emergency (Name, Address, Contact Information)**

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**College**

School Name and Address: \_\_\_\_\_

Subject(s) Studied: \_\_\_\_\_

Dates Attended: \_\_\_\_\_

Graduate:     Yes                       No                      Degree(s): \_\_\_\_\_

**High School**

School Name and Address: \_\_\_\_\_

Subject(s) Studied: \_\_\_\_\_

Dates Attended: \_\_\_\_\_

Graduate:     Yes                       No                       GED

**Other**

School Name and Address: \_\_\_\_\_

Subject(s) Studied: \_\_\_\_\_

Dates Attended: \_\_\_\_\_

Graduate:     Yes                       No                      Degree(s): \_\_\_\_\_

**Employment History** (begin with most current or most recent employer)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Title and Job Description: \_\_\_\_\_

Start Date: \_\_\_\_\_ Starting Pay: \_\_\_\_\_ End Date: \_\_\_\_\_ End Pay: \_\_\_\_\_

May we contact this employer?     Yes                       No

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Title and Job Description: \_\_\_\_\_

Start Date: \_\_\_\_\_ Starting Pay: \_\_\_\_\_ End Date: \_\_\_\_\_ End Pay: \_\_\_\_\_

May we contact this employer?     Yes                       No

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Title and Job Description: \_\_\_\_\_

Start Date: \_\_\_\_\_ Starting Pay: \_\_\_\_\_ End Date: \_\_\_\_\_ End Pay: \_\_\_\_\_

May we contact this employer?     Yes                       No

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Title and Job Description: \_\_\_\_\_

Start Date: \_\_\_\_\_ Starting Pay: \_\_\_\_\_ End Date: \_\_\_\_\_ End Pay: \_\_\_\_\_

May we contact this employer?      Yes      No

**Personal References**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Have you been convicted of a crime in the past 5 years?**

No      Yes

Identify the type of crime, date of conviction, sentence imposed and any other pertinent facts):

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

Other information that you would like to add to this application to help us consider you for employment:

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"I certify that the information provided on this application is true, correct and complete to the best of my ability. I understand that any falsification or omission of fact may result in my dismissal if I am hired."

Applicant's Signature: \_\_\_\_\_

The Town of Alton is an Equal Opportunity Employer. Qualified job applicants will receive consideration without discrimination because of age, race, sex, color, creed, national origin, religious beliefs, marital status or disability.