**Employment Application** We are an equal opportunity employer

**Position desired: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Last Name First Name Middle Name

Address: Number Street City State Zip Code

Telephone #: Home Work/Cell E-mail address

**Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No**

*Proof of citizenship or immigration status will be required upon employment.*

**Have you ever been convicted of a crime other than a minor traffic violation? Yes No**

*If yes, please explain. An affirmative answer will not automatically disqualify you from being considered as a candidate for employment***. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employment Experience**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, creed, gender, age, disability, marital or veteran status, sexual orientation or other legally protected status.

|  |  |  |
| --- | --- | --- |
| Employer | Dates Employed | Work Performed |
| Address |  |  |
| Job title  |  |  Supervisor |
| Telephone Number (s) |  |  |
| Reason for leaving |  |  |
| Employer | Dates Employed | Work Performed |
| Address |  |  |
| Job title  |  | Supervisor |
| Telephone Number (s) |  |  |
| Reason for leaving |  |  |
| Employer | Dates Employed | Work Performed |
| Address |  |  |
| Job title  |  | Supervisor |
| Telephone Number (s) |  |  |
| Reason for leaving |  |  |

**List professional, trade, business, or civic activities and offices held.**

You may exclude membership which would reveal race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(If you need additional space, please continue on a separate sheet of paper)

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name and address of school | Course or major | Date Graduated | Diploma/Degree |
| **High School** |  |  |  |  |
| **Undergraduate College** |  |  |  |  |
| **Graduate College** |  |  |  |  |
| **Other****(specify)** |  |  |  |  |

**Describe any specialized training, apprenticeship, skills and extracurricular activities which would prepare you for this position.**

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**Office Equipment and Computer Programs**

|  |
| --- |
| **What software can you use?** |
| **Word processing:** |
| **Spreadsheet:** |
| **Database:** |
| **Other:** |
| **What business machines can you operate?** |
|  |
|  |

**REFERENCES**

|  |
| --- |
| **Name: Phone #** |
| **Name: Phone #** |
| **Name: Phone #** |

I hereby affirm that the information provided on this application is true and complete to the best of my knowledge. I also agree that any false or misleading information given in my application or interview, or any omission of requested information, may disqualify me for further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I understand the filing of an application does not guarantee employment. I will be expected to meet the established standards which will include satisfactory references, the ability to perform the position requirements and the satisfactory performance thereof.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I release from all liability or responsibility the Town of Porter or its agents for requesting and all persons, companies and corporations for supplying such information.

I hereby acknowledge that I have read, understand and accept the above conditions.

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