



TOWN OF WINCHESTER

INCORPORATED JULY 2ND 1753



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APPLICATION FOR EMPLOYMENT

The Town of Winchester is an **equal opportunity employer** and does not discriminate in hiring, promoting, or other employment decisions on the basis of race, sex, color, pregnancy, religion, national origin, sexual orientation, genetic information, marital status, disability, age, veteran or military status, or any other basis protected by law. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

PLEASE PRINT (USE INK)

PERSONAL:				
Name: _____		Email: _____		
(Last)	(First)	(Middle)		
Current Address: _____		Telephone: _____		
(Street)	(City)	(State)	(Zip Code)	(Include Area Code)
Permanent Address (if different) _____				
(Street)	(City)	(State)	(Zip Code)	(Include Area Code)
Have you ever applied for employment here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____				
Have you ever worked for the Town/City before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____				
Dates of Employment _____		Reason for leaving _____		
WORK EXPERIENCE: PRESENT OR MOST RECENT EMPLOYMENT				
Employer: _____		Address _____		
	(Street)	(City)	(State)	(Zip Code)
Telephone _____	Type of Business _____	Name and Title of Immediate Supervisor _____		
(Include Area Code)				
Employed from _____	to _____	Job Title _____		
(Mo., Yr.)	(Mo., Yr.)			
Duties performed _____				
Starting Salary _____	Final Salary _____	Reason for leaving _____		
PREVIOUS EMPLOYMENT:				
Employer: _____		Address _____		
	(Street)	(City)	(State)	(Zip Code)
Telephone _____	Type of Business _____	Name and Title of Immediate Supervisor _____		
(Include Area Code)				
Employed from _____	to _____	Job Title _____		
(Mo., Yr.)	(Mo., Yr.)			
Duties performed _____				
Starting Salary _____	Final Salary _____	Reason for leaving _____		

PREVIOUS EMPLOYMENT:

Employer: _____ Address _____
 (Street) (City) (State) (Zip Code)

Telephone _____ Type of Business _____ Name and Title of
 (Include Area Code) Immediate Supervisor _____

Employed from _____ to _____ Job Title _____
 (Mo., Yr.) (Mo., Yr.)

Duties performed _____

Starting Salary _____ Final Salary _____ Reason for leaving _____

PREVIOUS EMPLOYMENT:

Employer: _____ Address _____
 (Street) (City) (State) (Zip Code)

Telephone _____ Type of Business _____ Name and Title of
 (Include Area Code) Immediate Supervisor _____

Employed from _____ to _____ Job Title _____
 (Mo., Yr.) (Mo., Yr.)

Duties performed _____

Starting Salary _____ Final Salary _____ Reason for leaving _____

EDUCATION:

Name	City/State	Degree Received Yes or No	Type of Degree Diploma or GED	Major
High School _____	_____	_____	_____	_____
College _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Trade School _____	_____	_____	_____	_____

Commercial courses completed (include skills, typing, shorthand, business machines, personal computers, etc.) _____

THREE REFERENCES: (name & number)

GENERAL:

Are you authorized to work in the United States? _____ Yes _____ No (Proof of eligibility to work in the U.S. will be required upon employment)

Are you 18 years old or older? _____ Yes _____ No How did you happen to contact the Town/City? _____

Are you available to work full-time _____ part-time _____ temporary _____? If part-time, indicate maximum hours per week _____

What position are you applying for? _____ Starting salary desired _____

Can you perform essential functions of the job with or without reasonable accommodations? _____ Yes _____ No

Are you currently on layoff or leave from another employer? _____ Yes _____ No

NOTICE: PLEASE READ BEFORE SIGNING

- If I am hired, I agree to abide by the rules and policies of the Town.
- I understand that if I am hired, my employment will be for no definite period, and that my employment and compensation can be terminated with or without cause and without notice, at any time, at the option of either the Town or me.
- I authorize all persons, companies, prior employers, schools, credit bureaus, and government agencies to supply any information concerning my background, education, and employment, and release all parties for any damage that may result from furnishing same to you. I also release the Town and its agents from all liability for any damage that may result from this research of my background.
- I also certify that the information contained in this application is complete and correct to the best of my knowledge and understand that falsification of this is grounds for dismissal in accordance with Town policy.
- I certify that all of the information that I provide on this application or in any interview will be complete, true, and accurate. I understand that if I am hired, and such information is later found to be incomplete, false, or misleading in any respect, I may be discharged.

I have read the above Notice Section or have had someone read or explain it to me, and I fully understand it.

(Print Name)

Signature)

(Date)