

TOWN OF HANCOCK
EMPLOYMENT APPLICATION

POSITION REQUESTED: _____ DATE: _____

I. PERSONAL INFORMATION:

Name: _____
 First MI Last

Legal Address: _____
 Street Town Zip Code

Mailing Address: _____
 Street Town Zip Code

Home Phone: _____ Cell Phone: _____

Email: _____

Wage Requested: _____

Are you legally eligible for employment? Yes _____ No _____

Are you available for full-time employment? Yes _____ No _____

Are you available for overtime, if asked? Yes _____ No _____

Have you ever failed a drug/alcohol test? Yes _____ No _____

If yes, please explain: _____

When would you be available to begin work? _____

How did you learn of our organization? _____

II. Employment History: _____ (List in order of most recent first – or include resume)

Have you ever worked for the Town of Hancock? Yes _____ No _____

Dates of employment with the Town of Hancock: From _____ To _____

Former supervisor with the Town of Hancock: _____

Reason for leaving: _____

1. Company Name: _____

Address: _____

Phone Number: _____

Employment Dates: From _____ To _____

Wages per hour: Start _____ End _____

Job Title: _____

Describe Work: _____

Supervisor's Name: _____

Reason for Leaving: _____

2. Company Name: _____

Address: _____

Phone Number: _____

Employment Dates: From _____ To _____

Wages per hour: Start _____ End _____

Job Title: _____

Describe Work: _____

Supervisor's Name: _____

Reason for Leaving: _____

II. Employment History: _____ (Continued)

3. Company Name: _____
Address: _____
Phone Number: _____
Employment Dates: From _____ To _____
Wages per hour: Start _____ End _____
Job Title: _____
Describe Work: _____
Supervisor's Name: _____
Reason for Leaving: _____

4. Company Name: _____
Address: _____
Phone Number: _____
Employment Dates: From _____ To _____
Wages per hour: Start _____ End _____
Job Title: _____
Describe Work: _____
Supervisor's Name: _____
Reason for Leaving: _____

Please indicate, by number, any of the above employers you wish us NOT to contact:

No. _____ Reason: _____
No. _____ Reason: _____
No. _____ Reason: _____

III. Education:

High School

Name: _____

Course of Study: _____

Did you graduate? Yes _____ No _____

Technical School

Name: _____

Course of Study: _____

Did you graduate? Yes _____ No _____

College/University

Name: _____

Course of Study: _____

Did you graduate? Yes _____ No _____

Post-Graduate Education

Name: _____

Course of Study: _____

Did you graduate? Yes _____ No _____

Do you have your CDL? _____ List Endorsements: _____

Other education, certifications, training or special skills: _____

IV. References

Please list three professional references:

1. Full Name: _____

Company: _____

Address: _____

Phone Number: _____

2. Full Name: _____

Company: _____

Address: _____

Phone Number: _____

3. Full Name: _____

Company: _____

Address: _____

Phone Number: _____

Please list three personal references:

1. Full Name: _____

Relationship: _____

Phone Number: _____

2. Full Name: _____

Relationship: _____

Phone Number: _____

3. Full Name: _____

Relationship: _____

Phone Number: _____

V. Authorization and Acknowledgements

Thank you for considering the Town of Hancock as a potential employer. Here we have provided a checklist of important components of the hiring process. Please review these policies and check the box at the left to note that you have read and understand them.

- The Town of Hancock is an equal employment opportunity employer which selects the individual who is the best match for a position based on job-related qualifications, without regard to race, color, creed, sex, national origin, religion, sexual preference, age, disability, marital status or other protected group status.
- If you are the successful applicant for this position or for any other position, the Town of Hancock will contact you by telephone, letter, or e-mail to extend an offer of employment to you. The offer letter will provide an overview of terms and conditions of employment.
- Like substantially all American employers, the Town of Hancock employs its personnel "at will". This means that you are free to leave your employment with the Town of Hancock at any time, and the Town of Hancock is free to terminate your employment at any time. The period upon which compensation is based, e.g., hourly, monthly, annually, does not modify an employee's at will status.
- The Town of Hancock embraces a zero tolerance policy on harassment. This means that any harassment of fellow employees, customers, vendors, or anyone associated in any way with the Town of Hancock is strictly prohibited. All complaints of harassment will be promptly, fully and fairly investigated. Persons found guilty of harassment of any kind including, without limitation, harassment based upon gender, race, or sexual orientation, are subject to discipline up to and including discharge.
- Any modifications of the standard policies of the Town of Hancock must be approved in writing by the Town of Hancock Selectboard. Any modifications related to your employment should be in writing signed by you and the Selectboard.
- Any intentional falsification, misrepresentation, or distortion made in any company document, including employment applications, is grounds for immediate discharge.
- All policies of the Town of Hancock are in writing. They are contained in the employee handbook distributed to employees at the time of employment. You should not rely upon any oral representations made to you by anyone in the company, if the representation is contrary to the written policy.

- Drug and alcohol abuse is, sadly, widespread throughout the country costing employers millions of dollars annually in medical costs, lost productivity, and the like. The Town of Hancock therefore requires employees operating equipment and or vehicles to pass an initial drug screening prior to employment. The Town of Hancock may at any time ask you to submit to a random drug test. Likewise, if the Town of Hancock ever has reason to suspect your use of illegal drugs or misuse of legal ones, or your use of alcohol during work hours, the Town of Hancock has the right to require you to submit to drug and/or alcohol testing. If any employee identifies a problem with substance abuse and is committed to seeking treatment, the employee may consult privately with the Town Administrator. The Town of Hancock will make accommodation for treatment.

I hereby acknowledge that I understand the foregoing policies and principles, and have indicated my understanding by checking the appropriate boxes. I understand that compliance with the foregoing, as applicable, is a material term and condition of my employment.

I affirm that the information I have provided in this application is true to the best of my knowledge, information and belief, and I have not knowingly withheld any information requested. I understand that withholding or misstating any information requested in this application is grounds for rejection of my application, and that providing false or misleading information in this application is grounds for discharge.

I authorize the Town of Hancock to verify my references, record of employment, education record and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work records and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers and all other persons and entities, from any and all claims, demands, or liabilities arising out of or in any way related to such inquiry or disclosure.

Applicants Signature

Date