



# Town of China - Employment Application

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

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

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

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States?      YES      NO      If no, are you authorized to work in the U.S.?      YES      NO  
                             

Have you ever worked for the town of China?      YES      NO      If yes, when? \_\_\_\_\_  
            \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate?      YES      NO      Diploma: \_\_\_\_\_  
                  \_\_\_\_\_

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

Did you graduate?      YES      NO      Degree: \_\_\_\_\_  
                  \_\_\_\_\_

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

Did you graduate?      YES      NO      Degree: \_\_\_\_\_  
                  \_\_\_\_\_

The Town of China is an Equal Opportunity Employer. This statement of policy means the Town is committed to providing equal employment opportunity for the participation of all qualified persons in the job classifications without regard to race, color, ancestry, national origin, sex, sexual orientation (which includes gender identity and expression), marital status, physical or mental disability, religion, age, veteran status and any other protected class under federal, state and/or local law.

The Town's policy extends to all employment decisions and personnel actions including recruitment, hiring, training, promotion, transfer, compensation, benefits, and all other terms and conditions of employment. All employment decisions are made on the basis of job qualifications and the ability to perform the essential functions of the job in question.

**References**

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Current or Most Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO  
        

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge. I confirm that I personally completed this application in my own handwriting.*

*I further understand that I may be required to submit to pre-employment tests in addition to a background check and driver's license history assessment.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

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