

Application for Employment – Town of Three Lakes

Date:

Type or print in *blue or black ink*. Answer all questions which are applicable. Please do not state "See Resume"

Personal Information			
Last Name	First Name	Middle	
Address	City	State	Zip
Phone	Day Phone (if different)	Social Security Number	
Best time to contact you is:		How did you learn about us?	

Employment Information
Position for which you are applying _____
Are you employed at the present time? _____ If yes, please complete the information below
Employer's Name: _____
Employer's Address: _____ _____
1. How long have you been with this employer? _____ Present Salary: _____
2. If offered a position, when can you report for work? _____ _____
3. If hired can you show proof of your legal right to work in the U.S.? Yes _____ No _____
4. Have you ever been dismissed, or asked to resign from any position? Yes _____ No _____
5. Have you ever been convicted of a felony, or a misdemeanor which resulted in imprisonment? A yes answer to the above question does not necessarily disqualify an applicant from employment. Yes _____ No _____
If yes to number 4 or 5, please explain _____ _____

Education	
Please list on the following lines all schools attended and any other pertinent information	
School(s)	Subjects studied (if applicable)
High School	
College (Including dates attended)	

Employment Experience (List most recent experience first)

Include any job-related Military Service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status

Employer (Name, Address, Phone)	Position(s) Held	Dates (Start-End)

Supervisor:	Reason for Leaving:
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Supervisor:	Reason for Leaving:
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Comments: Include explanation of any gaps in employment. _____

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States Military. _____

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

You may exclude membership which would reveal gender, race, national origin, age, ancestry, disability, or other protected status

Additional Information

Other Qualifications: Summarize special job-related skills and qualifications acquired from employment or other experience.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB OR HAVE SIGNED A JOB DESCRIPTION.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation?

YES

NO

