



# Application for Employment

**NOTE: If you will require special accommodations in order to apply for this position, please notify the Human Resources Department hr@claremontnh.com**

Please Print (in blue or black ink) or Type

Date: \_\_\_\_\_ Name: \_\_\_\_\_

## PERSONAL

Positions(s) applied for: \_\_\_\_\_

Availability: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Seasonal \_\_\_\_\_

Full Name: \_\_\_\_\_ Social Security # (Optional): \_\_\_\_\_  
Street Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Have you ever been employed with us before? Yes \_\_\_\_\_ (if yes, provide details below ↓ ↓) No \_\_\_\_\_  
Title of position held: \_\_\_\_\_ Termination Date: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Are you a retired or disabled retiree of the New Hampshire Retirement System \_\_\_\_\_ YES \_\_\_\_\_ NO

### List any relative(s) who currently works for the City of Claremont:

Name: \_\_\_\_\_ Department: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Department: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Department: \_\_\_\_\_ Relationship: \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a citizen of the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, can you provide proof that you are eligible to work in the United States, in accordance with the Immigration Reform and Control Act? Yes \_\_\_\_\_ No \_\_\_\_\_

## EDUCATION

Did you receive a high school Diploma or HiSET? Yes \_\_\_\_\_ No \_\_\_\_\_

Highest grade completed: 5 \_\_\_\_\_ 6 \_\_\_\_\_ 7 \_\_\_\_\_ 8 \_\_\_\_\_ 9 \_\_\_\_\_ 10 \_\_\_\_\_ 11 \_\_\_\_\_ 12 \_\_\_\_\_ College: 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_

School (name, city, state)	Dates	Degree	Major/Minor
High School	From: _____ To: _____	_____	_____
Undergraduate College/University	From: _____ To: _____	_____	_____
Graduate/Professional College/University	From: _____ To: _____	_____	_____



From: \_\_\_\_\_

To: \_\_\_\_\_

Other Education i.e. Technical, Business

**MILITARY**

Have you ever served in the U.S. Armed Forces? Yes \_\_\_\_ No \_\_\_\_

If yes, what branch? \_\_\_\_\_

Type of discharge? \_\_\_\_\_

Describe any training received which would be relevant to the position you are applying: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SPECIAL SKILLS**

List technical/professional licenses or certification you hold: \_\_\_\_\_

\_\_\_\_\_

List office machines, heavy equipment, vehicles and other machinery you can operate: \_\_\_\_\_

\_\_\_\_\_

Indicate any specialized training you have received: \_\_\_\_\_

\_\_\_\_\_

**DRIVING HISTORY (USE ADDITIONAL SHEETS AS NECESSARY)**

List ALL presently unexpired motor vehicle operator's licenses you hold:

License# \_\_\_\_\_ Issuing State: \_\_\_\_\_ Expires: \_\_\_\_\_ Type: \_\_\_\_\_

License# \_\_\_\_\_ Issuing State: \_\_\_\_\_ Expires: \_\_\_\_\_ Type: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (Necessary to conduct motor vehicle records check.)

Provide complete motor vehicle accident record for past 7 years

**Dates Nature of Accident (head-on, rear-end, etc.)**

\_\_\_\_\_ Last Accident

\_\_\_\_\_ Next previous

\_\_\_\_\_ Next Previous

Indicate ALL traffic convictions during the past 7 years (other than parking violations) and dates of ALL license suspensions or forfeitures during the past 7 years

**Location Date Description**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CRIMINAL HISTORY**

Have you ever been arrested for or convicted of a crime that has not been annulled by a court?

Yes \_\_\_\_ No \_\_\_\_

If yes, explain fully (Conviction will not automatically disqualify you from employment).

\_\_\_\_\_

\_\_\_\_\_



EMPLOYMENT HISTORY

(List most recent employer first, please account for any gaps in employment record)

Company: Street Address: City, State, Zip: May we contact your present employer? Yes No Salary or Rate of Pay: Starting Ending Per Per Your Title: Employed From: Employed To:

Responsibilities:

Supervisor's Name: Reason for leaving: Phone

Company: Street Address: City, State, Zip: May we contact your present employer? Yes No Salary or Rate of Pay: Starting Ending Per Per Your Title: Employed From: Employed To:

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Responsibilities:

Supervisor's Name: Reason for leaving: Phone



REFERENCES (LIST 3 PROFESSIONAL REFERENCES)

Table with 4 columns: Name & Occupation, Address, Phone, Relationship. Includes three rows of blank lines for entry.

MISCELLANEOUS ADDITIONAL INFORMATION

Have you ever applied for a position with us before? Yes \_\_\_ No \_\_\_
If yes, give date and the position:
Use this space for further information you think would help us evaluate your application

APPLICANT'S STATEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)

I authorize the City of Claremont to obtain any information from schools, residential management agents, employers, criminal justice agencies (including FBI\*) or individuals relating to my activities. This information may include but is not limited to academics, residential, achievements, performance, attendance, personal history, disciplinary, arrest and convictions records (both juvenile and adult). Further, I hereby authorize all references, persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume and other documentation supplied to me, if any) to provide the City of Claremont any relevant information that may be required to arrive at an employment decision. I understand that the information release is for the City of Claremont's use only.

In submitting this application for consideration and as indicated by my signature below, I hereby certify that all responses provided herein and throughout the application process are true and complete to the best of my knowledge. I authorize the City of Claremont and/or its authorized agent(s) to investigate my personal and employment history and financial and credit record. I further authorize investigation of all statements contained in this application for employment as may be deemed necessary in arriving at an employment decision. I understand that should an investigation at any time disclose any misrepresentations and/or falsifications as stated herein, upon any other employment-related forms or made during an interview(s), my application will be rejected and should I become or already be employed with the City of Claremont, my employment may be terminated.

I understand that if I am employed by the City of Claremont, I am required to become familiar with and abide by all rules and regulations of the City of Claremont as established and amended from time to time. I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship established with the City of Claremont is of an "at will" nature, which means that the employee may resign at any time and the City of Claremont may discharge the employee at any time with or without cause. I further understand that this "at will" employment relationship may not be changed by any written instrument or by conduct unless such change is specifically acknowledged in writing by an authorized representative of the City of Claremont.

I release any individual, including record custodians, from any and all liabilities for damages of whatever kind or nature which may, at any time happen to me as a result of compliance, or any attempts to comply with this authorization.

\*§ 16.34 Procedure to obtain change, correction or updating of identification records. If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency. [Order No. 1134-86, 51 FR 16677, May 6, 1986, as amended by Order No. 2258-99, 64 FR 52226, Sept. 28, 1999]

Applicants Signature

Date