



**Human Resources Department**

58 Opera House Square  
Claremont, NH 03743

**Application for Employment**

**NOTE: If you will require special accommodations in order to apply for this position, please notify the City Manager's office prior to submitting application for this position.**

**Please Print (in blue or black ink) or Type**

<b>Date:</b>	<b>Name:</b>		
<b>PERSONAL</b>			
Position(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?	NO YES (if yes, provide details here ↓)		
Title of position held:	Termination Date:		
Reasons for leaving:			
List any relative who currently works for the City of Claremont:			
<b>Name</b>	<b>Department</b>	<b>Relationship</b>	
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	
<b>EDUCATION</b>			
Did you receive a high school diploma or GED?			
	Yes	No	
Highest grade complete:		College:	
<b>School (name, city, state)</b>	<b>Dates</b>	<b>Degree</b>	<b>Major/Minor</b>
High School	From: To:		
Undergraduate College/University	From: To:		
Graduate/Professional College/University	From: To:		
Other Education i.e. Technical, Business	From: To:		

**MILITARY**

Have you ever served in the U.S. Armed Forces?	Yes	No
If yes, what branch?		
Type of discharge?	Rank at discharge:	
Describe any training received which would be relevant to the position you are applying:		

**SPECIAL SKILLS**

List technical / professional licenses or certifications you hold:
List office machines and other equipment you can operate:
Indicate any specialized training you have received:

**DRIVING HISTORY** (use additional sheets as necessary)

List specialized vehicles that you can operate:
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?	No	Yes
If yes, explain fully (Conviction will not automatically disqualify you form employment).		

(use additional sheets if necessary)

**EMPLOYMENT HISTORY****(List most recent employer first. Please account for any gaps in employment record.)**

Company:		Your Title:	
Street Address:		Employed From:	
City, State, Zip:		Employed To:	
May we contact this employer?	Yes No	Salary or Rate of Pay	Starting: _____ Per _____ Ending: _____ Per _____
Responsibilities:			
Supervisor's name:		Phone No.:	
Reason for leaving:			
Company:		Your Title:	
Street Address:		Employed From:	
City, State, Zip:		Employed To:	
May we contact this employer?	Yes No	Salary or Rate of Pay	Starting: _____ Per _____ Ending: _____ Per _____
Responsibilities:			
Supervisor's name:		Phone No.:	
Reason for leaving:			
Company:		Your Title:	
Street Address:		Employed From:	
City, State, Zip:		Employed To:	
May we contact this employer?	Yes No	Salary or Rate of Pay	Starting: _____ Per _____ Ending: _____ Per _____
Responsibilities:			
Supervisor's name:		Phone No.:	
Reason for leaving:			
Company:		Your Title:	
Street Address:		Employed From:	
City, State, Zip:		Employed To:	
May we contact this employer?	Yes No	Salary or Rate of Pay	Starting: _____ Per _____ Ending: _____ Per _____
Responsibilities:			
Supervisor's name:		Phone No.:	
Reason for leaving:			

**If needed, please attach additional sheets to include additional employment**

REFERENCES (list 3 professional references)			
Name & Occupation	Address	Phone	Relationship
MISCELLANEOUS ADDITIONAL INFORMATION			
Have you ever applied for a position with us before? If yes, give date and the position:		Yes	No
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 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.

**I understand** that I may be required to sign a facsimile of this form before I may begin employment in this or any other position. By checking the box below, you are certifying that you have read and agreed to the above statement.\*

ORIGINAL SIGNATURE AND DATE IS REQUIRED UPON HIRE

*Digital Signature (type full name and check agree)  I agree	Date (enter today's date)
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