



# Town of Brentwood

1 Dalton Road  
Brentwood, NH 03833

## Employment Application

Employees of the Town and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, gender, gender identity, religion, marital status, pregnancy, national origin, ancestry, age, disability, sexual orientation or veteran status.

### Applicant Information

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

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

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

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

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

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 this company? YES  NO  If yes, when and position held? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

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

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

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

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

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

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

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

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

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

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

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

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

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

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

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

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

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

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

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### Specific Skills

List technical/professional licenses or certifications 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 operators licenses you hold**

License #:	Issuing State:	Expires:	Type:
License #:	Issuing State:	Expires:	Type:

Provide complete motor vehicle accident record for last 3 years

Dates	Nature of Accident (Head-on, Rear-end, etc.)
Last Accident:	
Next previous:	
Next previous:	

Indicate ALL traffic convictions during the past 3 years (other than parking violations):

Location	Date	Description

Indicate dates of ALL license suspensions or forfeitures during the past 3 years

Date:	Type (Select one)
Date:	Suspension/Forfeiture
Date:	Suspension/Forfeiture

### Miscellaneous Information

How did you find out about this employment opportunity?

- |   |  |
|---|--|
| <input type="checkbox"/> Brentwood Newsletter | <input type="checkbox"/> Manchester Union Leader |
| <input type="checkbox"/> Social Media         | <input type="checkbox"/> Town Job Posting        |
| <input type="checkbox"/> Exeter Newsletter    | <input type="checkbox"/> Other (please specify): |

## References

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

## Additional Information

Use this space for any further information you think would help us evaluate your application:


## Certification and Agreement

**PLEASE READ CAREFULLY BEFORE SIGNING**

**I CERTIFY** that all entries on this application for employment and attachments are true and complete, and I agree and understand that any falsification of information herein, material half-truths, material misstatements or omissions regardless of their time of discovery, may cause forfeiture on my part to any employment with the Town of Brentwood. I understand that all information on this application is subject to verification and I consent to references and former employers and educational institutions listed being contacted regarding this application.

**I AUTHORIZE** the Town of Brentwood 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, academic, residential, achievement, performance, attendance, personal history, disciplinary, arrest and conviction 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 documents supplied by me, if any) to provide the Town of Brentwood any relevant information that may be required to arrive at an employment decision. I understand that the information release is for the Town of Brentwood's use only.

**I RELEASE** any individual, including record custodians, from any and all liability 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.

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

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: \_\_\_\_\_

The Town of Brentwood is an Equal Opportunity Employer.