



Employment Application

Last Name _____ First Name _____ M.I. _____

Street Address _____

City/State/Zip _____

Email Address _____ Preferred Contact Number () ____ - _____

If an offer of employment is made, can you submit proof that you are permitted to work in the U.S. under federal law? ☐ Yes ☐ No

(Note: If you are hired, you must furnish valid documentation that you are legally entitled to work in the U.S.)

Type of work desired _____

Other positions for which you believe you may be qualified _____

Date available _____

High School, Trade, Business school or College Attended	No. of Yrs/Grades Completed	Degrees Earned or Expected	Major Courses of Study	GPA/Major

Employer	Job title/work description	Dates employed	Why did you leave?

May we contact your previous employer(s) as a reference? May we contact your current employer as a reference? ☐ Yes ☐ No ☐ Yes ☐ No

MILITARY INFORMATION

Are you a veteran of the U.S. military service? ☐ Yes ☐ No

If so, indicate branch _____ Dates _____

Military training and experience relevant to job applied for: _____

Other Skills/Training. Describe your skills, experience, certifications or other training that are relevant to the job sought (including membership in any trade organizations or professional societies).

PROFESSIONAL REFERENCES (Include name; phone number/email address; title/employer.)

ANY ADDITIONAL INFORMATION

Is a resume attached? ☐ Yes ☐ No

CERTIFICATION BY APPLICANT (Read carefully before signing.)

All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may be cause for rejection or, if employed, may be just cause for dismissal. I hereby authorize any former employer, person, firm, corporation or educational institution listed herein including this municipality to answer any and all questions and provide documents and agree to hold all persons harmless for giving any and all truthful information within their knowledge or records. I understand this is a preliminary application and not a contract to employ me. Furthermore, in the event I am hired, my employment shall be completely voluntary and may be terminated at will at any time for any non-discriminatory reason upon notice by either myself or the municipality. I agree to comply with all reasonable rules of the municipality as a condition of employment.

Applicant's Signature: _____ Date _____

The Town of Castleton is an equal opportunity employer. It is the policy of this municipality to provide equal employment opportunity to all applicants and employees without regard to race, color, religion, sex, national origin, ancestry, place of birth, age, marital status, pregnancy status, genetic information, physical or mental condition, HIV status, veteran status, sexual orientation, gender identity, or other category protected by state or federal law. No question is asked on this application or during the application process for the purpose of excluding any applicant due to the aforementioned protected categories or other category protected by state or federal law.



Authorization to Release Information

I, _____

Full Name

_____/_____/_____

Date of Birth

do hereby authorize a disclosure of criminal records concerning myself to the Town of Castleton. All volunteers, paid staff, or contracted personnel of the Town of Castleton are subject to a background check prior to the commencement of work.

Signature

Date