

**APPLICATION FOR EMPLOYMENT
TOWN OF WINDSOR**

All applicants will be considered without regard to race, religion, sex, national origin, marital or veteran status, medical condition or handicap, or any other status protected by law. We are an equal opportunity employer.

PERSONAL (Please Print) Date _____/_____/_____

Name _____ Soc. Sec. # _____

Address _____

Telephone No. _____ Referred by: _____ Our ad _____ Friend or Relative _____ Walk-in _____

Are you over 18 years of age? _____ Yes _____ No. If no, a work permit will be required.

Are you legally eligible for employment in the United States? _____ Yes _____ No

Position applied for _____ Full-time _____ Part-time _____

If part-time, check days/hours available to work and indicate a.m. **or** p.m.:

_____ Mon	_____ to _____	_____ Fri	_____ to _____
_____ Tues	_____ to _____	_____ Sat	_____ to _____
_____ Wed	_____ to _____	_____ Sun	_____ to _____
_____ Thu	_____ to _____		

Date you are available to start work: _____ Salary or wages desired: \$ _____

If hired, will you work overtime if required? _____ Yes _____ No

Have you worked for us before? _____. If Yes, when? _____

Have you ever been convicted of a crime other than minor traffic offenses? _____

If yes, list convictions: (A conviction does not necessarily disqualify an applicant for the position being applied for.) _____

Do you have a current Maine Driver's License? _____ Yes _____ No

If yes, what class type? _____ Class A _____ Class B _____ Class C

If you are applying for a Public Works related job requiring you to drive Town trucks, a photo-copy of your driver's license is required with your application form. A license history check will be performed by the Town.

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EDUCATION (Please provide name and location of school)

Elementary _____ Years completed _____

High School _____ Years completed _____ Graduated? _____

College _____ Years completed _____ Graduated? _____

If college education, what was your course of study? _____

If college education, what is your degree? _____

Other _____ Degree? _____

Indicate special qualifications or skills: _____

EMPLOYMENT HISTORY (*Start with your most recent employer*)

Are you presently employed? _____ Yes _____ No

Employer: _____ Phone: _____ From: _____ to _____

Address: _____ Position: _____

Duties: _____

Supervisor's Name: _____

Starting salary/wage: _____ Final salary/wage: _____

Reason for leaving: _____

Employer: _____ Phone: _____ From: _____ to _____

Address: _____ Position: _____

Duties: _____

Supervisor's Name: _____

Starting salary/wage: _____ Final salary/wage: _____

Reason for leaving: _____

Employer: _____ Phone: _____ From: _____ to _____

Address: _____ Position: _____

Duties: _____

Supervisor's Name: _____

Starting salary/wage: _____ Final salary/wage: _____

Reason for leaving: _____

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MILITARY SERVICE

Branch of Service _____ From _____ to _____

Rank & Duties _____ Date Discharged _____

PERSONAL REFERENCES

Name _____ Years Known _____

Address _____ Tel. _____

Name _____ Years Known _____

Address _____ Tel. _____

Name _____ Years Known _____

Address _____ Tel. _____

The above information is true and complete to the best of my knowledge. Should I be employed by the Town, any misrepresentation or false statement contained herein may be considered cause for possible dismissal. The Company has my permission to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment, or personal history and I release all parties from any possible damages resulting from disclosing such information with or without prior written notice to me. I understand this application does not constitute an employment contract of any kind.

Date: _____ Signature of Applicant: _____