



City of Barre, Vermont

“GRANITE CENTER OF THE WORLD”

PERSONAL INFORMATION

Name _____ Date _____
Last First Middle

Address _____
Street City State Zip

Phone _____ Fax _____ E-mail _____

WORK PREFERENCE

Kind of work desired _____ Salary or pay you expect _____

Describe your prior experience in the kind of work you want. _____

Describe any formal schooling or training for this work. _____

List any licenses, security or bonding clearance or certificates you may have. _____

Office skills (typing, machine operation, etc.) _____

Referral Source: Friend Relative Employment Agency Other _____

AVAILABILITY FOR WORK

Date available for work _____ Full-time Part-time Temporary

Shifts or times you will work: Day Afternoon Graveyard Rotating Weekends

Will you work daily overtime on occasion if necessary? Yes No

Will you work extra days in the week if necessary? Yes No

Do you have any continuing military obligations such as National Guard or Reserve which might affect your work schedule? Yes No

Do you plan to work elsewhere or attend school while working here? Yes No

PRESENT EMPLOYMENT

(Use additional sheets for any explanations you may wish to give about answers given below.)

Are you presently employed? Yes No

How much advance notice do you wish to give to your present employer? _____

Do you authorize us to contact your present employer as a reference: Yes No

PRIOR EVENTS

Have you ever worked for this municipality before? Yes No

Do you authorize us to contact your previous employers for references? Yes No

Have you ever been discharged for cause? Yes No

OTHER PERSONAL DATA

Do you have any friends or relatives working for this municipality? _____

Hobbies / Interests _____

SECURITY AND CITIZENSHIP

Can you, after an offer of employment, submit a birth certificate or other proof of U. S. citizenship?

Yes No

If not, are you legally permitted work in the U. S.? Yes No

If you are a citizen of the United States and are hired to work, you will be required within three working days to furnish documentation that you are a legal resident and are legally entitled to work in the U. S.

EDUCATION AND TRAINING

If this information is included on an attached resume, please disregard this section.

High School

Name of Last High School _____ Location _____

Circle highest year completed 1 2 3 4 5 6 7 8 9 10 11 12 Average Grade _____

Date left _____ Special courses (typing, technical, etc.) _____

College or University

Name _____ Location _____

Years attended _____ Degree _____ Date left _____

Major subject _____ G. P. A. _____

Other (Graduate, Trade School, Correspondence School, etc.)

Name _____ Location _____

Length of course _____ Was course completed? _____ Date _____

Subject _____ Scholarship Average _____

EMPLOYMENT & U. S. MILITARY SERVICE RECORD

Please complete this section even if you have attached a resume. Give a complete account for your full-time employment. Begin on the first line with your PRESENT OR MOST RECENT POSITION AND WORK BACK.

1. Employer _____ Supervisor's Name _____

Address _____ Phone _____

Main duties _____

From _____ To _____ Starting Pay _____ Leaving Pay _____

Why did you leave? _____

2. Employer _____ Supervisor's Name _____
Address _____ Phone _____
Main duties _____
From _____ To _____ Starting Pay _____ Leaving Pay _____
Why did you leave? _____

3. Employer _____ Supervisor's Name _____
Address _____ Phone _____
Main duties _____
From _____ To _____ Starting Pay _____ Leaving Pay _____
Why did you leave? _____

4. Employer _____ Supervisor's Name _____
Address _____ Phone _____
Main duties _____
From _____ To _____ Starting Pay _____ Leaving Pay _____
Why did you leave? _____

5. Employer _____ Supervisor's Name _____
Address _____ Phone _____
Main duties _____
From _____ To _____ Starting Pay _____ Leaving Pay _____
Why did you leave? _____

PERSONAL INFORMATION

Information in this section is required only after employment for personal records.

Number of dependents _____ Marital status: Single Married Divorced Widowed
Date of birth _____ Sex _____ Height _____ Weight _____
Person to notify in case of emergency _____ Phone _____
Name of spouse (if any) _____ Spouse's employer _____ Phone _____

CERTIFICATE OF 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 subsequent dismissal. I hereby authorize any former employer, person, firm or corporation listed hereon including this municipality to answer any and all questions 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 employed, my employment shall be completely voluntary and may be terminated at will at any time upon notice by either myself or the municipality. I agree to comply with all reasonable rules of this municipality as a condition of continued employment. In the event the municipality advances me money or other things of value, or I otherwise become financially indebted to the municipality, I agree to repay the municipality and also that any wages due me upon termination may be offset by payroll deduction against any such monies due the municipality.

Signature of applicant _____ Date _____

Return Application to: Barre City Manager's Office, 6 N. Main St., Suite 2, Barre, VT 05641

Qualified applications receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, creed, color, national origin, religion, age, or sex, etc., as prohibited by law or regulation.

"AN EQUAL OPPORTUNITY EMPLOYER"