



Town of Rye  
10 Central Road  
Rye, New Hampshire 03870

## APPLICATION FOR EMPLOYMENT

The Town of Rye, New Hampshire is an equal opportunity employer. Discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin, sexual orientation or any other non-merit factor is strictly prohibited.

Please print all information

Date \_\_\_\_\_

Position applied for \_\_\_\_\_

Date you are available to start work \_\_\_\_\_

### APPLICANT INFORMATION

Name \_\_\_\_\_  
Last First Middle

Present address \_\_\_\_\_  
Number Street City State Zip

Telephone \_\_\_\_\_ Email \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work? \_\_\_\_\_

Have you ever filed an application with us before? If yes, give date. \_\_\_\_\_

Do you have the legal right to accept employment in the United States? \_\_\_\_ Yes \_\_\_\_ No

Are you currently on "lay off" status and/or subject to recall? \_\_\_\_ Yes \_\_\_\_ No

Can you travel if a job requires it? \_\_\_\_ Yes \_\_\_\_ No

**HAVE YOU EVER BEEN CONVICTED OF A CRIME?**

If you have ever been convicted of a crime (Felony or misdemeanor) that has not been officially annulled by a court, you must complete the following section. You must give the date, location, nature of crime and disposition  
*If you leave this space blank, you are certifying that you have no current record of conviction.*

DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

NATURE OF THE CRIME & DISPOSITION: \_\_\_\_\_

***Please Note: Conviction is not an automatic disqualifier for employment. Each case is considered individually.*** WILLFUL OMISSION OR MISREPRESENTATION OF REQUIRED INFORMATION WILL BE A BASIS FOR REJECTION OF YOUR APPLICATION.

**EDUCATION**

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	# YEARS COMPLETED	DID YOU GRADUATE? MAJOR & DEGREE
High School				
College/University				
Vocational School				

**SPECIAL COURSES**

*Are there any specialized courses you have taken that you want to be considered in reviewing this application? Please explain below:*

**SPECIAL SKILLS AND QUALIFICATIONS**

*Do you have any special job-related skills and qualifications acquired from employment or other experience? Please explain below:*

**EMPLOYMENT EXPERIENCE**

If more space is needed, please attach additional pages to this form. Please begin with your current or most recent employer.

May we contact your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_

1. Employer \_\_\_\_\_ Job title \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Work performed \_\_\_\_\_

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2. Employer \_\_\_\_\_ Job title \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Work performed \_\_\_\_\_

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3. Employer \_\_\_\_\_ Job title \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Work performed \_\_\_\_\_

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4. Employer \_\_\_\_\_ Job title \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Work performed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If you have had any job-related training in the United States military, please describe below.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please list professional, trade, business or civic activities and offices held.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SPECIAL CERTIFICATIONS:**

Type of Certification \_\_\_\_\_ Expires \_\_\_\_\_

Type of Certification \_\_\_\_\_ Expires \_\_\_\_\_

Type of Certification \_\_\_\_\_ Expires \_\_\_\_\_

**REFERENCES**

Give name, address and telephone number of three (3) references who are not related to you and are not previous employers.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**AFFIRMATION**

**I understand that in order for my application to be considered, the following Affirmation must be checked.**

I certify the information provided in or attached to this application is complete, accurate and up-to-date on the date specified below. I certify that I have the legal right to accept employment in this state, and that I will produce, at or before the date of hire, proof of that right to accept employment. I further certify that there are no willful misrepresentations of the above statement and the answer to the question herein, and that I have made no omissions of material fact with respect to any of my answers to the questions presented. I understand that if an investigation should disclose such misrepresentations or omissions, my application may be rejected. Finally, I understand that if I should be employed at the time of such investigation and disclosure, my service may be immediately terminated. 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 here, you are certifying that you have read and agreed to the above statement**

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

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**FOR PERSONNEL DEPARTMENT USE ONLY**

Arrange Interview: \_\_\_ Yes \_\_\_ No

Interviewer \_\_\_\_\_ Date \_\_\_\_\_

Remarks

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Employed \_\_\_ Yes \_\_\_ No Date of Employment: \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_

Department \_\_\_\_\_

Authorized signature & title \_\_\_\_\_

Administrator's signature \_\_\_\_\_

NOTES: