



# Town of Moultonborough Application for Employment

**P.O. Box 139, 6 Holland Street  
Moultonborough, NH 03254  
(603)476-2347**

We consider qualified applicants for all positions without regard to race, color, religion, sex, national origin, age, physical or mental disability, military or veteran status, sexual orientation, marital status, pregnancy, gender identity, genetic information, or any other legally protected status.

Position(s) Applied For:	Date of Application:
How Did You Learn About Us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative
	<input type="checkbox"/> Walk-In
	<input type="checkbox"/> Town Website
	<input type="checkbox"/> Other

Last Name:	First Name:	Middle Name:
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)		
Email Address		

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No

If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No

If Yes, give date; what was your reason for leaving? \_\_\_\_\_

Are you related to anyone currently employed by the Town of Moultonborough, NH?  Yes  No

If Yes, give name, relationship \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you authorized to work lawfully in the United States?  Yes  No

(Note: If extended an offer of employment a Form I-9 Employment Eligibility Verification must be completed prior to starting work with the Town of Moultonborough, NH)

Do you have the unrestricted authorization to accept employment in the United States?  Yes  No

Will you now or in the future require immigration sponsorship to work for the Town of Moultonborough, NH.

Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

(To the extent you indicated you are only available for part-time, shift work, or temporary employment, please identify the dates, times of day, or days of the week when you are available to work)

Can you work overtime including weekends?

Yes  No

Have you ever been convicted of a misdemeanor or felony criminal offense that has not been officially annulled by a court.

Yes  No

*(Note: A record of conviction(s) will not automatically disqualify an applicant from employment with the Town of Moultonborough, NH, as each case is considered individually. However, please be advised willful omission or misrepresentation of this required information will be a basis for disqualification and/or discharge from employment with the Town of Moultonborough, NH)*

If Yes, please provide the date, location, and nature of each misdemeanor or felony conviction that has not been officially annulled by a court.

## Education

If the position(s) for which you are applying require(s) a specific level of education, it may be necessary to provide those credentials.

	Name of School	Address	Diploma/Degree (Y or N)
High School			
Undergraduate School			
Graduate Professional			
Other (Specify)			

List any certificate and/or license you carry with expiration date and State (if applicable) in which held. \*\*

License #	Expiration Date	State
License #	Expiration Date	State
CPR Certificate Expiration Date		
Other License Type & # Expiration Date		

\*\*You may be required to provide proof of licenses/certifications required for the position you are seeking.

Describe any specialized training, classes, apprenticeships, etc. that would enhance your ability to perform the position applied for.

**Employment Experience** — Start with your present or last job and include the last 10 years. Include any job-related military service assignments and volunteer activities. You may exclude information which may indicate sex, race, color, national origin, religion, age, military or veteran status, pregnancy, sexual orientation, gender identity, generic information and any other characteristic protected by applicable law.

**NOTE: Resumes may be attached but will NOT be accepted in lieu of completing this section of the application. Incomplete employment history and/or statements such as “refer to resume” may be cause for disqualification.**

1. Employer (Present/Last Job)		<b>Dates Employed</b>		<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
Address				
Telephone Number(s)		<b>Hourly Rate/Salary</b>		
		<b>Starting</b>	<b>Final</b>	
Job Title	Supervisor			
Reason for Leaving				
2. Employer (First Most Recent)		<b>Dates Employed</b>		<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
Address				
Telephone Number(s)		<b>Hourly Rate/Salary</b>		
		<b>Starting</b>	<b>Final</b>	
Job Title	Supervisor			
Reason for Leaving				

3. Employer (Second Most Recent)		<b>Dates Employed</b>		<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
Address				
Telephone Number(s)		<b>Hourly Rate/Salary</b>		
		<b>Starting</b>	<b>Final</b>	
Job Title	Supervisor			
Reason for Leaving				

List professional, trade, business or civic activities and offices held that may be relevant to the position applied for.

**Additional Information**

**Other Qualifications:**  
Summarize special job-related skills and qualifications acquired from employment, education, or other experience.

State any additional information you feel may be helpful to us in considering your application:

**Specialized Skills - Check Skills/Equipment Operated**

<input type="checkbox"/> Computer	<input type="checkbox"/> Excel	<input type="checkbox"/> Other (list):
<input type="checkbox"/> Calculator	<input type="checkbox"/> Word	_____
<input type="checkbox"/> Copier	<input type="checkbox"/> Outlook	_____
<input type="checkbox"/> Fax	<input type="checkbox"/> IT Experience	_____

**References** - (Persons not related to applicant) - Incomplete information or use of family members and/or personal friends as professional references may be cause for disqualification and/or discharge.

1. (Name)	(Telephone #)
(Address)	
2. (Name)	(Telephone #)
(Address)	
3. (Name)	(Telephone #)
(Address)	

## **Applicant's Statement**

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I certify that the answers given herein are true and complete to the best of my knowledge as of the date of my signature below.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered only for the specific position being applied for at the time of recruitment. Any applicant wishing to be considered for employment beyond this specific recruitment process must submit a separate application for employment as required in the position announcement.

In the event of employment, I hereby understand and acknowledge that, unless otherwise defined by applicable law, or applicable collective bargaining agreement, any employment relationship with the Town of Moultonborough, NH is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized representative of the Town of Moultonborough, NH.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer as well as local, state, and federal laws. I certify that I have the right to work in the United States of America and for the Town of Moultonborough, NH and, if hired, I understand a Form I-9, Employment Eligibility Verification form must be completed prior to starting work for the Town of Moultonborough, NH. If extended a conditional job offer, I agree to submit a pre-employment physical, drug screening, criminal background check, and motor vehicle records check if applicable for the position being offered.



By checking this box, I certify that I have read the above statement, or had it read to me and agree to the above statement.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## **Applicant's Agreement**

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I consent to the Town of Moultonborough contacting third parties, including references and former employers, in order to verify any of the information I provide on this form or during the application process, including during any interview, and to obtain any additional information about me as the Town deems relevant to the hiring process. I expressly consent to the release by any third party of any and all information about me as it relates to my suitability for the position for which I am applying. I release the Town, its authorized representatives, and all third parties providing information from all liability resulting from this process.



By checking this box, I certify that I have read the above agreement, or had it read to me and agree to the above agreement.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date