

**Employment Application**  
**TOWN OF SHIRLEY**



**GENERAL INFORMATION:**

(Please print)

Position for which you are applying: \_\_\_\_\_

Date of application: \_\_\_\_\_

What led you to apply for a position at Town of Shirley Municipal Offices?

Newspaper Advertisement: \_\_\_\_\_, Referred by an employee of the Company: \_\_\_\_\_ If yes, by whom? \_\_\_\_\_, Job Fair \_\_\_\_\_, Other \_\_\_\_\_

**PERSONAL INFORMATION:**

Name: \_\_\_\_\_ Social Security # \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Last) (M.I.) (First)

Address: \_\_\_\_\_  
(Street or Post Office Box #)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail Address (optional): \_\_\_\_\_

**EDUCATION:**

High School: \_\_\_\_\_ Grade completed: \_\_\_\_\_  
(Name of School)

Vocational: \_\_\_\_\_ Diploma/Degree: \_\_\_\_\_  
(Name of School)

University/College: \_\_\_\_\_ Year completed 1 2 3 4  
(Name of School) (Please circle)

Diploma / Degree: \_\_\_\_\_

Licenses / Certifications: \_\_\_\_\_

Continued On Reverse Side

EMPLOYMENT HISTORY (Begin with most recent employer):

Employer: \_\_\_\_\_ Dates of employment: \_\_\_\_\_  
Last position held: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates of employment: \_\_\_\_\_  
Last position held: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates of employment: \_\_\_\_\_  
Last position held: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

REFERENCES:

Please list three (3) references (not related to you) that are familiar with you through previous employment or other associations.

Name: \_\_\_\_\_, Association: \_\_\_\_\_, Phone :( ) \_\_\_\_\_

Name: \_\_\_\_\_, Association: \_\_\_\_\_, Phone :( ) \_\_\_\_\_

Name: \_\_\_\_\_, Association: \_\_\_\_\_, Phone :( ) \_\_\_\_\_

**I hereby state that the information I have provided on this application is true and accurate to the best of my knowledge. I authorize the verification of any or all of the information and any inquiries permissible by law to determine my suitability for employment. Further, I understand that should the Town of Shirley, or its affiliate employ me I am entering an At-Will Employment relationship and may resign or be terminated at any time with or without cause or reason and with or without prior notice.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Resume:** Mailed previously \_\_\_\_\_, Attached \_\_\_\_\_, Will be forwarded \_\_\_\_\_