

Town of Starksboro

PO BOX 91, STARKSBORO, VT 05487 | 802-453-2639 | STARKSBOROV.T.ORG

APPLICATION FOR ADMINISTRATIVE POSITION

(an equal opportunity employer)

Position Applied For: _____ Application Date: _____

How did you hear about this job?

Advertisement (where? _____) Friend Relative

Other: _____

Applicant Name: _____

Last

First

Middle

Home Phone: _____ **Mobile Phone:** _____

Social Security Number: _____ Date of Birth: _____

Present Address: _____

Street

City

State

Zip code

If less than 3 years,

Previous Address: _____

Street

City

State

Zip code

EMPLOYMENT HISTORY – LIST YOUR LAST THREE (3) EMPLOYERS

EMPLOYER NAME: _____ ADDRESS: _____ TELEPHONE: _____ SUPERVISOR NAME: _____	START DATE: _____ STARTING PAY RATE: _____	END DATE: _____ FINAL PAY RATE: _____
YOUR JOB TITLE: _____		
WORK PERFORMED: _____		
REASON FOR LEAVING: _____		

EMPLOYER NAME: _____ ADDRESS: _____ TELEPHONE: _____ SUPERVISOR NAME: _____	START DATE: _____ STARTING PAY RATE: _____	END DATE: _____ FINAL PAY RATE: _____
YOUR JOB TITLE: _____		
WORK PERFORMED: _____		
REASON FOR LEAVING: _____		

EMPLOYER NAME: _____ ADDRESS: _____ TELEPHONE: _____ SUPERVISOR NAME: _____	START DATE: _____ STARTING PAY RATE: _____	END DATE: _____ FINAL PAY RATE: _____
YOUR JOB TITLE: _____		
WORK PERFORMED: _____		
REASON FOR LEAVING: _____		

Have you ever held a position that required DOT alcohol and/or drug testing? Yes No
If yes, which job(s)? _____

SPECIAL SKILLS & QUALIFICATIONS

Summarize special job-related skills and qualifications you have acquired from previous employment or other experience.

Describe any special classes or training you have received (Zoning and planning forums, AICP courses, etc.)

EDUCATION

EDUCATION	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
High School				
Trade, Business or Other School				
College				
Advanced Education or graduate degree				

Goals & reasons for applying to work for the Town of Starksboro: _____

ADDITIONAL COMMENTS: _____

REFERENCES

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

- 1. _____

Name	Address	Telephone Number
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- 2. _____

Name	Address	Telephone Number
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- 3. _____

Name	Address	Telephone Number
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I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected.

In consideration of my employment, I agree to conform to the Town of Starksboro’s rules, regulations, policies, and procedures. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the Town of Starksboro. I understand that no Town of Starksboro representative other than the Starksboro Selectboard, and then only when in writing and signed by the Starksboro Selectboard, has any authority to enter into any agreement for employment (including terms related to compensation and/or benefits) for any specific period of time, or to make any agreement contrary to the foregoing.

Signature of Applicant

Printed Name

Date signed

The Town of Starksboro is an equal opportunity employer. It is the policy of this municipality to provide equal employment opportunity to all applicants and employees without regard to race, color, religion, national origin, sex, sexual orientation, ancestry, place of birth, age, disability, HIV status, or other status protected by state or federal law. No question is asked on this application or during the application process for the purpose of excluding any applicant due to race, color, religion, national origin, sex, sexual orientation, ancestry, place of birth, age, disability, HIV status, or other status under state or federal law.

This form has been revised to comply with the provision of the Americans with Disabilities Act, regulations and interpretive guidance promulgated by the EEOC (07/26/1991), and state and federal fair employment practice laws prohibiting employment discrimination.