

**TOWN OF GREENFIELD**  
PO Box 256, Greenfield, NH 03047  
603-547-3442  
**APPLICATION FOR EMPLOYMENT**

The Town of Greenfield is an **equal opportunity employer** and does not discriminate in hiring, promotion, or other employment decisions on the basis of race, sex, color, pregnancy, religion, national origin, sexual orientation, genetic information, marital status, disability, age, veteran or military status, or any other basis protected by law. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Town Office at the above number.

**PLEASE PRINT (USE INK)**

**PERSONAL:**

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Current Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
(Street) (City) (State) (Zip Code) (Include Area Code)

Permanent Address (if different)  
\_\_\_\_\_  
(Street) (City) (State) (Zip Code) Telephone: \_\_\_\_\_  
(Include Area Code)

Have you ever applied for employment here before? \_\_\_\_ Yes \_\_\_\_ No If yes, when? \_\_\_\_\_

Have you ever worked for the Town before? \_\_\_\_ Yes \_\_\_\_ No If yes, where? \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**WORK EXPERIENCE: PRESENT OR MOST RECENT EMPLOYMENT**

Employer: \_\_\_\_\_ Address \_\_\_\_\_  
(Street) (City) (State)

May We Contact Your Present Employer? \_\_\_\_ Yes \_\_\_\_ No

Telephone \_\_\_\_\_ Kind of Business \_\_\_\_\_ Name and Title of  
(Include Area Code) Immediate Supervisor \_\_\_\_\_

Employed From \_\_\_\_\_ to \_\_\_\_\_ Job Title \_\_\_\_\_  
(Mo., Yr.) (Mo., Yr.)

Duties  
Performed \_\_\_\_\_

Starting Salary \_\_\_\_\_ Final Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**PREVIOUS EMPLOYMENT:**

Employer: \_\_\_\_\_ Address \_\_\_\_\_  
(Street) (City) (State)

Telephone \_\_\_\_\_ Kind of Business \_\_\_\_\_ Name and Title of  
(Include Area Code) Immediate Supervisor \_\_\_\_\_

Employed From \_\_\_\_\_ to \_\_\_\_\_ Job Title \_\_\_\_\_  
(Mo., Yr.) (Mo., Yr.)

Duties  
Performed \_\_\_\_\_

Starting Salary \_\_\_\_\_ Final Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**PREVIOUS EMPLOYMENT:**

Employer: \_\_\_\_\_ Address \_\_\_\_\_  
(Street) (City) (State)

Telephone \_\_\_\_\_ Kind of Business \_\_\_\_\_ Name and Title of  
(Include Area Code) Immediate Supervisor \_\_\_\_\_

Employed From \_\_\_\_\_ to \_\_\_\_\_ Job Title \_\_\_\_\_  
(Mo., Yr.) (Mo., Yr.)

Duties  
Performed \_\_\_\_\_

Starting Salary \_\_\_\_\_ Final Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**PREVIOUS EMPLOYMENT:** (Use additional sheets if necessary to describe all previous employment)

Employer: \_\_\_\_\_ Address \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State)

Telephone \_\_\_\_\_ Kind of Business \_\_\_\_\_ Name and Title of Immediate Supervisor \_\_\_\_\_  
 (Include Area Code)

Employed From \_\_\_\_\_ to \_\_\_\_\_ Job Title \_\_\_\_\_  
 (Mo., Yr.) (Mo., Yr.)

Duties Performed \_\_\_\_\_

Starting Salary \_\_\_\_\_ Final Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**EDUCATION:**

	Name	City/State	Yes or No	Degree Received	Type of Degree
				Diploma or GED	Major
High School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
Trade School	_____	_____	_____	_____	_____

Commercial courses completed (Include skills, typing, shorthand, business machines, personal computers, etc.) \_\_\_\_\_

**GENERAL:**

Are you authorized to work in the United States? \_\_\_\_ Yes \_\_\_\_ No (Proof of eligibility to work in the U.S. will be required upon employment.)

Are you 18 years old or older? \_\_\_\_ Yes \_\_\_\_ No How did you happen to contact the Town? \_\_\_\_\_

Are you available to work full-time \_\_\_\_ part-time \_\_\_\_ temporary \_\_\_\_? If part-time, indicate maximum hours per week \_\_\_\_\_

What position are you applying for? \_\_\_\_\_ Starting salary desired \_\_\_\_\_

Can you perform the essential functions of the job with or without reasonable accommodation? \_\_\_\_ Yes \_\_\_\_ No

Are you currently on layoff or leave from another employer? \_\_\_\_ Yes \_\_\_\_ No

**CONVICTION INFORMATION:**

Have you ever been convicted of a crime (including pleading guilty or no contest) that has not been annulled by a court, except for minor traffic violations? \_\_\_\_ Yes \_\_\_\_ No (If yes, please fill in information below.)

**Conviction information will not necessarily bar an applicant from employment.**

	Date	Reason	Disposition of Case	Place
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

**NOTICE: PLEASE READ BEFORE SIGNING**

- If I am hired, I agree to abide by the rules and policies of the Town of Greenfield.
- I understand that if I am hired, my employment will be for no definite period, and that my employment and compensation can be terminated with or without cause and without notice, at any time, at the option of either the Town or me.
- I authorize all persons, companies, prior employers, schools, credit bureaus, and government agencies to supply any information concerning my background, education, and employment, and release all parties from all liability for any damage that may result from furnishing same to you. I also release the Town and its agents from all liability from damages arising from this research of my background.
- I certify that the information contained in this application is complete and correct to the best of my knowledge and understand that falsification of this information is grounds for dismissal in accordance with Town policy.
- I certify that all of the information that I provide on this application or in any interview will be complete, true, and accurate. I understand that if I am hired, and any such information is later found to be incomplete, false, or misleading in any respect, I may be discharged.

I have read the above Notice Section or have had someone read or explain to me, and I fully understand it.

\_\_\_\_\_  
 (Print Name)

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)