

TOWN OF BRANDON — EMPLOYMENT APPLICATION

NAME (Last, First, MI)		NICKNAME IF YOU PREFER	
HOME ADDRESS		E-MAIL ADDRESS:	
TOWN, STATE	ZIP CODE	BEST PHONE	TEXT AT THIS NUMBER?
POSITION APPLYING FOR / TYPE OF WORK DESIRED		YOUR WAGE/SALARY EXPECTATION	
YOUR AVAILABILITY (permanent, temporary, full-time, part-time, date [such as if working out notice at current job])			
If an offer of employment is made, can you submit proof that you are permitted to work in the United States under federal law? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Note: If you are hired, you must furnish such documentation before beginning work.)</i>			

- You may attach a résumé only to provide additional information. An application must be completed regardless. Information you provide on this application is subject to verification.

### EDUCATION AND FORMAL TRAINING

Do you have a High School diploma or GED Certificate? ☐ Yes ☐ No If no, highest grade completed \_\_\_\_\_

Name and Location	Major Course of Study	Dates Attended		Graduated (Yes/No)	Degree or Certificate Earned (Specify)
		From Mo/Yr	To Mo/Yr		

List professional licenses, registration or certification

Name of Licensing Agency	Type of License	Date of Issue	Expiration Date

## REFERENCES

Name of Reference	Phone	Email	Title/Employer

## WORK EXPERIENCE

Beginning with your PRESENT OR MOST RECENT employment or volunteer experience and working backward, list your work experience. Include unpaid or volunteer work, if applicable. Clearly describe the work (duties) you personally performed. If additional space is required, attach as needed.

<b>1</b>	JobTitle	Employer	Kind of Business
Address		Supervisor's Name and Telephone	
Total time in this position:		From:	To:
Average hours worked per week:	Start Hour Pay: \$	Last Hour Pay: \$	
If you supervised employees, indicate your responsibility by checking the appropriate box(es)			
<input type="checkbox"/> Assigned and reviewed work	<input type="checkbox"/> Rated Work performance	<input type="checkbox"/> Hired or recommended hiring	<input type="checkbox"/> Handled disciplinary problems
Indicate number of employees and job types supervised:			
Duties: (be specific)			
Reason for leaving:		May we contact this employer? Yes ( ) No	
(		)	

<b>2</b>	JobTitle	Employer	Kind of Business
Address		Supervisor's Name and Telephone	
Total time in this position:		From:	To:
Average hours worked per week:	Start Hour Pay: \$	Last Hour Pay: \$	
If you supervised employees, indicate your responsibility by checking the appropriate box(es)			
<input type="checkbox"/> Assigned and reviewed work	<input type="checkbox"/> Rated Work performance	<input type="checkbox"/> Hired or recommended hiring	<input type="checkbox"/> Handled disciplinary problems
Indicate number of employees and job types supervised:			
Duties: (be specific)			
Reason for leaving:		May we contact this employer? Yes ( ) No	
(		)	

<b>3</b>	JobTitle	Employer	Kind of Business
Address		Supervisor's Name and Telephone	
Total time in this position:		From:	To:
Average hours worked per week:	Start Hour Pay: \$	Last Hour Pay: \$	
If you supervised employees, indicate your responsibility by checking the appropriate box(es)			
<input type="checkbox"/> Assigned and reviewed work	<input type="checkbox"/> Rated Work performance	<input type="checkbox"/> Hired or recommended hiring	<input type="checkbox"/> Handled disciplinary problems
Indicate number of employees and job types supervised:			
Duties: (be specific)			
Reason for leaving: (		May we contact this employer? Yes ( ) No )	

<b>4</b>	JobTitle	Employer	Kind of Business
Address		Supervisor's Name and Telephone	
Total time in this position:		From:	To:
Average hours worked per week:	Start Hour Pay: \$	Last Hour Pay: \$	
If you supervised employees, indicate your responsibility by checking the appropriate box(es)			
<input type="checkbox"/> Assigned and reviewed work	<input type="checkbox"/> Rated Work performance	<input type="checkbox"/> Hired or recommended hiring	<input type="checkbox"/> Handled disciplinary problems
Indicate number of employees and job types supervised:			
Duties: (be specific)			
Reason for leaving: (		May we contact this employer? Yes ( ) No )	

**CERTIFICATION BY APPLICANT** (Read carefully before signing.)

All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may be cause for rejection or, if employed, may be just cause for dismissal. I hereby authorize any former employer, person, firm, corporation or educational institution listed herein including this municipality to answer any and all questions and provide documents and agree to hold all persons harmless for giving any and all truthful information within their knowledge or records. I understand this is a preliminary application and not a contract to employ me. Furthermore, in the event I am hired, my employment shall be completely voluntary and may be terminated at will at any time for any non-discriminatory reason upon notice by either myself or the municipality. I agree to comply with all reasonable rules of the municipality as a condition of employment.

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

*The Town of Brandon 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, sex, national origin, ancestry, place of birth, age, marital status, pregnancy status, genetic information, physical or mental condition, HIV status, veteran status, sexual orientation, gender identity, or other category 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 the aforementioned protected categories or other category protected by state or federal law.*