



TOWN OF CHELSEA
PO BOX 266
CHELSEA, VT 05038
Telephone: 802-625-2023

PERSONAL INFORMATION

Name _____ Date _____
Last First Middle

Address _____
Street City State Zip
Phone _____ Fax _____ E-mail _____

WORK PREFERENCE

Work desired _____ Salary or Pay you expect _____

Describe your prior experience _____

Describe any formal schooling or training for this
work. _____

List any licenses _____

Referral Source Friend Relative Employment Agency Other

AVAILABILITY FOR WORK

Date available to work _____ Full- time Part-time Temporary

Shifts or times you will work: Day Afternoon Night Rotating Weekends Holidays

Will you work daily overtime on occasion if necessary? Yes No

Will you work extra days in the week if necessary Yes No

Do you have any continuing military obligations such as National Guard or Reserve which
might affect your work schedule? Yes No

Do you plan to attend to work elsewhere or attend school while working here? Yes No

PRESENT EMPLOYMENT

(Use additional sheets for further explanation you may wish to give about answers below.)

Are you presently employed? Yes No

How much advance notice do you want to give to your present employer? _____

Do you authorize us to contact your present employer as a reference? Yes No

PRIOR EVENTS

Have you ever worked for this municipality before? Yes No

Do you authorize us to contact your previous employers for references? Yes No

Have you ever been discharge for cause? Yes No

OTHER PERSONAL DATA

Do you have any friends or relatives working for this municipality? Yes No

SECURITY AND CITIZENSHIP

Can you, after an offer of employment, submit a birth certificate or other proof of U.S. citizenship? Yes No

If not, are legally permitted to work in the U. S.? Yes No

If you are a citizen of the United States and are hired to work, you will be required within three working days to furnish documentation that you are a legal resident and are legally entitled to work in the U. S.

Have you even been indicted or convicted of a law violation other than a minor traffic violation? (A criminal record does not automatically bar employment.) Yes No

EDUCATION AND TRAINING

If this information is included on an attached resume, please disregard this section.

High School

Name of Last High

School _____ Location _____

Circle highest year completed 1 2 3 4 5 6 7 8 9 10 11 12 Average Grade _____

Date left _____ Special Courses (typing, technical etc.) _____

College or University

Name _____ Location _____

Years attended _____ Degree _____ Date left _____

Major subject _____ GPA _____

Other(Graduate, Trade School, etc.)

Name _____ Location _____

Length of Course _____ Course Completion(y/n) _____ Date _____

Subject _____ Scholarship Average _____

EMPLOYMENT & U.S. MILITARY SERVICE RECORD

Please complete this section even if you have attached a resume. Give a complete account for your full-time employment. Begin on the first line with your **PRESENT OR MOST RECENT POSITION AND WORK BACK. IF YOU HOLD A CDL PLEASE FILL OUT THE COMMERCIAL MOTOR VEHICLE OPERATOR APPLICATION FOR EMPLOYMENT ALSO.**

1. Employer _____ Supervisor's name _____

Address _____ Phone _____

Main Duties _____

From _____ To _____ Starting Pay _____ Leaving Pay _____

Why did you leave? _____

2. Employer _____ Supervisor's name _____

Address _____ Phone _____

Main Duties _____
From _____ To _____ Starting Pay _____ Leaving Pay _____
Why did you leave? _____

3. Employer _____ Supervisor's name _____
Address _____ Phone _____
Main Duties _____
From _____ To _____ Starting Pay _____ Leaving Pay _____
Why did you leave? _____

PERSONAL INFORMATION

Person to notify in case of emergency _____ Relationship _____
Home Phone _____ Work Phone _____ Cell Phone _____

CERTIFICATE OF 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 subsequent dismissal. I hereby authorize any former employer, person, firm or corporation listed hereon including this municipality to answer any and all questions 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 employed, my employment shall be completely voluntary and may be terminated at will at any time upon notice by either myself or the municipality. I agree to comply with all reasonable rules of this municipality as a condition of continued employment. In the event the municipality advances me money or other things of value, or I otherwise become financially indebted to the municipality, I agree to repay the municipality and also that any wages due me upon termination may be offset by payroll deduction against any such monies due the municipality.

Signature of Applicant _____ Date _____

Return Application to: Town of Chelsea, P.O. Box 266, Chelsea, VT 05038
Attn: Jamie Blondin, Administrative Assistant
E-Mail: administrativeassistant@chelseavt.us
TEL: 802-625-2023

Qualified applications receive equal consideration. No question asked is for the purpose of excluding any applicant, due to race, creed, color, national origin, religion, age, or sex etc., as prohibited by law or regulation.

"AN EQUAL OPPORTUNITY EMPLOYER"

Revision Date: 9/8/2020