



# Town of Bolton

222 BOLTON CENTER ROAD • BOLTON, CT 06043  
TELEPHONE (860) 649-8066 FAX (860) 643-0021

## APPLICATION FOR EMPLOYMENT

### PERSONAL

Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First Middle*

Position(s) applied for: \_\_\_\_\_ Email Address: \_\_\_\_\_

Legal Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
*No. Street City State Zip*

Are you legally eligible for employment in the United States? \_\_\_\_\_ Are you over the age of 18? \_\_\_\_\_

What method of transportation will you use to get to work? \_\_\_\_\_

Were you previously employed by the Town? \_\_\_\_\_ If yes, when? \_\_\_\_\_

How long would you need following a conditional job offer before you could start working? \_\_\_\_\_

Are there experiences, skills, or qualifications which you feel would especially fit you for work with our organization?

\_\_\_\_\_  
\_\_\_\_\_

List any licenses or certifications which you possess which are relevant to this application: \_\_\_\_\_

\_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ Type: \_\_\_\_\_

### EDUCATION

How many years of schooling have you fully completed at each level?		Name and Address of School Attended	Graduation Date <i>(if applicable)</i>	Diploma or Degree Title <i>(if applicable)</i>
Middle School				
High School				
College				
Graduate				
Other				

### MILITARY SERVICE RECORD

Were you in U.S. Armed Forces? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what Branch? \_\_\_\_\_

Rank at discharge: \_\_\_\_\_

List duties in the service including special training: \_\_\_\_\_

**LIST PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR CURRENT/MOST RECENT**

<b>Company Name &amp; Address:</b>	<b>Date Started:</b>	<b>Date Ended:</b>	<b>Reason for Leaving:</b>	<b>Name &amp; Title of Supervisor:</b>
<b>Your Title:</b>	<b>Describe your position's duties:</b>			
<b>Company Phone Number:</b>				

<b>Company Name &amp; Address:</b>	<b>Date Started:</b>	<b>Date Ended:</b>	<b>Reason for Leaving:</b>	<b>Name &amp; Title of Supervisor:</b>
<b>Your Title:</b>	<b>Describe your position's duties:</b>			
<b>Company Phone Number:</b>				

<b>Company Name &amp; Address:</b>	<b>Date Started:</b>	<b>Date Ended:</b>	<b>Reason for Leaving:</b>	<b>Name &amp; Title of Supervisor:</b>
<b>Your Title:</b>	<b>Describe your position's duties:</b>			
<b>Company Phone Number:</b>				

If you have worked jobs aside from the three listed above, please list additional experience on a resume and attach to this application.

**PERSONAL REFERENCES (Aside from above-listed Employers or any Relatives)**

<b>Name and Occupation</b>	<b>Address</b>	<b>Email Address</b>	<b>Phone Number</b>
1.			
2.			
3.			

By typing or signing my name below, I hereby certify that there are no misrepresentations, omissions or falsifications in the statements and answers provided on this application, and that the answers are true, complete and accurate to the best of my knowledge, all information provided is subject to verification. Inaccuracies or incomplete statements may bar further consideration of your application or, if discovered after you are hired may result in dismissal from employment. I authorize the Town of Bolton to contact any of the educators, employers and references listed on the application and authorize such educators, employers and references to release to the Town of Bolton any and all information (including documents and/or other records) regarding my education, employment history or other matter related to my application for employment with the Town of Bolton.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion or national origin. This application is kept on file for a period of one year after submittal.

A cover letter and resume are required, along with any other documents requested in the job posting, in order for an application package to be considered complete. Incomplete applications may not be considered for hire. Complete applications may be submitted via mail to Town Hall, via email, or online. Please visit our website for more information or to ask questions.