

**Employment Application**  
Human Resources Department

**Applicant Information**

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First M.I.

Address \_\_\_\_\_  
Street City/Town State Zip

Phone \_\_\_\_\_ Email \_\_\_\_\_

Position Applied For \_\_\_\_\_

Where did you learn about this position? \_\_\_\_\_

Are you eligible to work in the United States?  **Yes**  **No**

Have you ever worked for the City of Winooski?  **Yes**  **No**

If **yes**, when? \_\_\_\_\_

Does this position require a CDL?  **Yes**  **No**

Do you have any relatives that work for this municipality?  **Yes**  **No**

If **yes**, who? \_\_\_\_\_



**Education**

Name of High School \_\_\_\_\_

Address \_\_\_\_\_ Number of Years attended \_\_\_\_\_

Did you Graduate?       **Yes**    **No**      Degree \_\_\_\_\_

Name of College \_\_\_\_\_

Address \_\_\_\_\_ Number of Years attended \_\_\_\_\_

Did you Graduate?       **Yes**    **No**      Degree \_\_\_\_\_

Name of Other \_\_\_\_\_

Address \_\_\_\_\_ Number of Years attended \_\_\_\_\_

Did you Graduate?       **Yes**    **No**      Degree \_\_\_\_\_

**Employment**

Name of Employer \_\_\_\_\_ Job Title \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Dates of Employment: From \_\_\_/\_\_\_/\_\_\_ through \_\_\_/\_\_\_/\_\_\_

Responsibilities \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact this employer and supervisor for a reference?       **Yes**    **No**



Name of Employer \_\_\_\_\_ Job Title \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Dates of Employment: From \_\_\_/\_\_\_/\_\_\_ through \_\_\_/\_\_\_/\_\_\_

Responsibilities \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact this employer and supervisor for a reference?  **Yes**  **No**

Name of Employer \_\_\_\_\_ Job Title \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Dates of Employment: From \_\_\_/\_\_\_/\_\_\_ through \_\_\_/\_\_\_/\_\_\_

Responsibilities \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact this employer and supervisor for a reference?  **Yes**  **No**

**Professional References – List 3**

1. Full Name \_\_\_\_\_ Company \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ Address \_\_\_\_\_

2. Full Name \_\_\_\_\_ Company \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ Address \_\_\_\_\_

3. Full Name \_\_\_\_\_ Company \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ Address \_\_\_\_\_



**Additional Information**

Please list any other relevant certifications, skills, education, training or licenses you possess:

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**Military Service**

Branch \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Rank at Discharge \_\_\_\_\_

Military Experience Relevant to the position applied for:

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**Non-Discrimination Statement**

It is the policy of this Municipality to provide equal opportunity to apply 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 for the purpose of excluding any applicant due to the aforementioned protected categories or other category protected by law.



## Disclaimer and Signature

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 cause for immediate dismissal. I hereby authorize any former employer, person, firm, corporation or educational institution listed heron including this municipality to answer any and all questions, 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 for employment. 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 and condition of employment.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

