



**TOWN OF WESTMINSTER**  
 P.O. BOX 147 WESTMINSTER, VT 05158  
 Tel. 802-722-4255 Fax 802-722-9816

**APPLICATION FOR EMPLOYMENT**

*-Please read carefully and complete all the information requested by printing in ink or typing.-*

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

Last name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ Date of Application \_\_\_\_\_

Mailing address \_\_\_\_\_ Social Security No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Home telephone \_\_\_\_\_ Work telephone \_\_\_\_\_

Date available for work: \_\_\_\_\_ Full time Part time Temporary

Are you presently employed?  Yes  No

Are you currently on "lay-off" status and subject to recall?  Yes  No

How much advance notice do you wish to give your present employer? \_\_\_\_\_

May we contact your present employer?  Yes  No

Have you worked for Westminster before?  Yes  No

Have you been convicted of a felony within the last 7 years?  Yes  No

If yes, please explain: \_\_\_\_\_

<b>Educational History</b>							
School Name	Location (city, state)	Major Course or subject	Dates Attended		Graduated		Degree
			From	To	Yes	No	
High School							
Technical/trade School							
College							
Other Education/Training							
Special Skills and Qualifications:							

## Employment Record

Starting with present or most recent, list all previous employers. Include self-employment, summer and part-time jobs. If more space is required, please continue on a separate sheet.

1. Company: _____		Type of Business: _____	Job Title: _____
Street Address: _____		Phone: _____	Brief Description of Job Duties:          Reason for Leaving
City: _____		State: _____ ZIP _____	
Supervisor's Name: _____		Phone: _____	
Base Salary: _____		Dates Worked: From _____ To _____	
2. Company: _____		Type of Business: _____	Job Title: _____
Street Address: _____		Phone: _____	Brief Description of Job Duties:          Reason for Leaving
City: _____		State: _____ ZIP _____	
Supervisor's Name: _____		Phone: _____	
Base Salary: _____		Dates Worked: From _____ To _____	
3. Company: _____		Type of Business: _____	Job Title: _____
Street Address: _____		Phone: _____	Brief Description of Job Duties:          Reason for Leaving
City: _____		State: _____ ZIP _____	
Supervisor's Name: _____		Phone: _____	
Base Salary: _____		Dates Worked: From _____ To _____	
4. Company: _____		Type of Business: _____	Job Title: _____
Street Address: _____		Phone: _____	Brief Description of Job Duties:          Reason for Leaving
City: _____		State: _____ ZIP _____	
Supervisor's Name: _____		Phone: _____	
Base Salary: _____		Dates Worked: From _____ To _____	

Professional memberships, certificates, licenses or memberships held

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**References (List three references who are not related to you who have knowledge of your qualifications for the position for which you are applying.)**

Name	Title/relationship	Address	Phone no.	Occupation
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***I certify that answers given herein are true and complete to the best of my knowledge. I understand that if I am hired and that after I am hired it is discovered that I provided false or misleading information on this application then I may be discharged.***

***I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision.***

***I understand that this application is considered active for 45 days after application. If I wish to seek employment after that time I will need to complete a new application.***

***I understand that employment with Westminster is governed by federal and state laws, and by the conditions set forth in the town's personnel policy.***

***I understand that if I am hired I will be required to abide by the rules set forth by the town.***

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Signature of Applicant

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Date