

TOWN OF BRIGHTON EMPLOYMENT APPLICATION

Position applying for: _____

EMPLOYMENT INFORMATION

Name: _____

Last

First

Middle

Address: _____

Telephone: _____ Alternate Telephone: _____

Email: _____

Are you able to perform essential functions of the position with or without accommodations? Yes _____
No _____

If necessary for the job, I am able to: Provide a valid driver's license? Yes _____ No _____

If so: Issuing State _____ Type _____

If necessary for the job, I am older than 18 years of age? Yes _____ No _____

I am legally eligible for employment in the United States? Yes _____ No _____

Have you ever been convicted of a felony? Yes _____ No _____

I am seeking a permanent position: Yes _____ No _____ I am available to begin on _____, 20____.

EMPLOYMENT HISTORY/EXPERIENCE

List your employment for the past 10 years, beginning with your most recent employment first. Be sure to list all of your experience and employers related to this job. If necessary, you may attach additional sheets to provide your complete work history, using the format below.

Employer: _____ Telephone: _____

Address: _____

Position/Title/Duties/Skills: _____

Supervisor: _____ Pay: \$ _____ per _____

Start Date: _____ End Date: _____ Reason for Leaving: _____

Employer: _____ Telephone: _____

Address: _____

Position/Title/Duties/Skills: _____

Supervisor: _____ Pay: \$ _____ per _____

Start Date: _____ End Date: _____ Reason for Leaving: _____

Employer: _____ Telephone: _____

Address: _____

Position/Title/Duties/Skills: _____

Supervisor: _____ Pay: \$ _____ per _____

Start Date: _____ End Date: _____ Reason for Leaving: _____

EDUCATION

Years

_____ Institution Name _____ Completed _____ Field of Study _____ Graduate/Degree _____

High School _____

College/University _____

Business/Technical _____

Additional _____

Please list each license, certificate or other authorization to practice a trade or profession.

SKILLS & QUALIFICATIONS

Additional qualifications, special or supervisory skills, other languages, abilities or honors to be considered: _____

Types of equipment, computers and/or software you are qualified to operate or repair: _____

MILITARY

Are you a veteran? Yes _____ No _____ Duty/specialized training: _____

Discharge Disposition: _____

REFERENCES

List two (2) personal references who are not relatives or former supervisors:

Name	Address	Telephone	Occupation	Years Known
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Name	Address	Telephone	Occupation	Years Known
_____	_____	_____	_____	_____

CONTACT

In case of accident or illness, please contact:

Name	Address	Daytime Telephone	Relationship
_____	_____	_____	_____

INFORMATION TO APPLICANT AND SIGNATURE

Under penalty of perjury, I certify that the information I am providing in this application is correct and complete to the best of my knowledge. I am aware that should investigation show any falsification or material misrepresentation, I will not be considered for employment or, if employed, I will be dismissed and disqualified from future consideration. I hereby authorize the Town of Brighton to make all necessary investigations concerning me or my actions and to receive my academic records or other materials pertinent to my qualifications. I further authorize and request each former employer, educational institution and/or organization (including law enforcement agencies) to provide all information that may be sought in connection with this application. If necessary, for employment, you may be required to supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. I specifically submit to a background investigation of my criminal history. I understand and agree.

Signature of Applicant

Date

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no effect on your application for employment.