

# Town of Richmond

## Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of non-job related medical condition or handicap, or any other legally protected status.

|                                 |                             |
|---------------------------------|-----------------------------|
| <i>Position(s) Applied for:</i> | <i>Date of Application:</i> |
|---------------------------------|-----------------------------|

|                             |                               |                    |
|-----------------------------|-------------------------------|--------------------|
| <i>Last Name</i>            | <i>First Name</i>             | <i>Middle Name</i> |
| <i>Address: Number</i>      | <i>Street</i>                 | <i>City</i>        |
|                             |                               | <i>State</i>       |
|                             |                               | <i>Zip Code</i>    |
| <i>Telephone Number (s)</i> | <i>Social Security Number</i> |                    |

If you are under 16 years of age, can you provide the required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No  
If yes, give date: \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
If yes, give date: \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No  
*Proof of citizenship or immigration status will be required upon employment.*

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

Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony within the last 7 years?  Yes  No  
*Conviction will not necessarily disqualify an applicant from employment.*

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

On what date would you be available for work? \_\_\_\_\_

Are you available to work: \_\_\_ Full Time \_\_\_ Part Time \_\_\_ Shift Work \_\_\_ Temporary

# Education

|  | Elementary/<br>Middle School | High School | Undergraduate/<br>College/University | Graduate/<br>Professional |
|--|------------------------------|-------------|--------------------------------------|---------------------------|
| School Name and Location   |                              |             |                                      |                           |
| Years Completed  | 4 5 6 7 8                    | 9 10 11 12  | 1 2 3 4                              | 1 2 3 4                   |
| Diploma/Degree   |                              |             |                                      |                           |
| Describe Course of Studies   |                              |             |                                      |                           |
| Describe any specialized training, apprenticeship, skills and extra-curricular activities      |                              |             |                                      |                           |
| Describe any special honors you have received  |                              |             |                                      |                           |
| State any additional information you feel may be helpful to us in considering your application |                              |             |                                      |                           |

| Indicate any foreign languages that you can speak, read and/or write |        |      |      |
|--|--------|------|------|
|  | FLUENT | GOOD | FAIR |
| SPEAK  |        |      |      |
| READ   |        |      |      |
| WRITE  |        |      |      |

List professional, trade, business or civic activities and offices held.  
*You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:*

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Have you ever had any job-related training in the United States military? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, please describe \_\_\_\_\_

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