

**TOWN OF HIGHLANDS  
APPLICATION FOR EMPLOYMENT**

Personal Information

|                  |                     |
|------------------|---------------------|
| Name             |                     |
| Address          | Social Security No. |
| City, State, Zip | Telephone           |
| Date of Birth    | Job Applied For:    |

Educational Background

| Name and Location | From | To | Degree or Major | Date Graduated |
|-------------------|------|----|-----------------|----------------|
| High School       |      |    |                 |                |
| College           |      |    |                 |                |
| Other             |      |    |                 |                |

Special skills or training applicable to employment

|  |
|--|
|  |
|  |
| Drivers License No.: _____ Is this a CDL? <input type="checkbox"/> 1 Yes <input type="checkbox"/> 2 No |

Employment History (Start with most recent)

|                               |    |                    |
|-------------------------------|----|--------------------|
| From                          | To | Employer           |
| Job Title                     |    | Duties             |
| Starting Salary               |    |                    |
| Ending Salary                 |    | Reason for leaving |
| May we contact your employer? |    |                    |
| From                          | To | Employer           |
| Job Title                     |    | Duties             |
| Starting Salary               |    |                    |
| Ending Salary                 |    | Reason for leaving |
| May we contact your employer? |    |                    |
| From                          | To | Employer           |
| Job Title                     |    | Duties             |
| Starting Salary               |    |                    |
| Ending Salary                 |    | Reason for leaving |
| May we contact your employer? |    |                    |

Military Record

| Branch | Rank | Duties | From | To |
|--------|------|--------|------|----|
|        |      |        |      |    |
|        |      |        |      |    |
|        |      |        |      |    |

List special schooling or skills:

Additional Data

Position applied for:

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Type of Employment:       Full-Time       Part-Time       Temporary

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Salary desired

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How did you hear about this job?

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Have you ever worked here before?      If so, how long?

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|          |                    |
|----------|--------------------|
| Position | Reason for leaving |
|----------|--------------------|

Personal References

| Name | Address | Telephone | Relationship |
|------|---------|-----------|--------------|
|      |         |           |              |
|      |         |           |              |
|      |         |           |              |

"The information provided by me in this application is true and complete to the best of my knowledge. I grant permission for my criminal record, if any, to be reviewed. I understand that if I am employed, any false statement made in this application will be considered as cause for possible dismissal.

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

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The Town of Highlands is an equal opportunity employer, and does not discriminate on the basis of race, sex, color, religion, national origin, age, or handicap. In accordance with the Americans with Disabilities Act, the Town of Highlands as a specific policy does not discriminate against any qualified individual on the basis of disability, unless that person is unable to perform essential functions required by his or her job.

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Interviewed by: \_\_\_\_\_ Date \_\_\_\_\_

