Town of Woodstock

Application for Employment

(PRE-EMPLOYMENT QUESTIONAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

Date: _____

Personal Information

_____

Name (last, first, middle):

_____

Present Address:

_____

Permanent Address:

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email Address: _____

Are you authorized to work in the U.S.? ☐ Yes ☐ No

If employed, you must show documents that prove your identity and employment eligibility as required by the Immigration Reform and Control Act of 1986.

Employment Desired

Position: _____ Date you can start: _____ Salary desired: _____

Are you employed now? ☐ Yes ☐ No

If so, can we inquire of your present employer? ☐ Yes ☐ No

Ever applied to the Town of Woodstock before? ☐ Yes ☐ No When: _____

Referred by: _____

Education	Name and location of school	Number of Years Attended	Did you graduate?	Subjects Studied / Degree
High School				
College				
Post-Graduate School				
Trade, Business, or Correspondence School				

General*

Subjects of special study or research work: _____

Special Skills: _____

Activities (civic, athletic, etc.): _____

*Excludes organizations, the name of which indicates the race, creed, sex, age, marital status, color, or national origin of its members.

U.S. Military or Naval Service: _____ Rank: _____

Present Membership in National Guard or Reserves: ☐ Yes ☐ No

CDL License: ☐ Yes ☐ No

Former Employers (List below the last three employers, starting with the last one first.)

Date (month/year) From – To	Name and Location of Employer	Position	Reason for leaving

Which of these jobs did you like best? _____

What did you like most about this job? _____

References: Give the contact information for at least three business-related references.

Name	Business Relationship	Company Name	Can be reached at:

"I certify that all the information submitted by me on this application is true and complete. I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my application may be terminated at any time.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its president, and then only in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."

Signature: _____ Date: _____

- The Town of Woodstock (the "Town") is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis prohibited by law. The Town considers applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, marital status, veteran status, sexual orientation, or any other legally protected status.
- This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination.