APPLICATION FOR EMPLOYMENT

**City of Rochester, NH**

**31 Wakefield Street, Rochester, NH 03867**

# Personal Information

**Name:**

(last) (first) (middle)

**Present Address:**

(number and street) (city, state, zip code)

**Mailing address:**

(number and street) (city, state, zip code)

**Telephone Numbers:**

(home) (cell)

**E-Mail Address:**

**Are you prevented from lawfully becoming employed in this country because of visa or immigration status: □ Yes □ No**

**Are you at least 18 years of age? □ Yes □ No**

# Employment Desired

# Position/s applied for:

|  |
| --- |
|  |

**Date you can start: Referred by:**

**Have you ever applied to the City of Rochester before? □ Yes □ No Have you ever been employed by the City of Rochester? □ Yes □ No**

**If yes, when? City dept & position**

**What was your reason for leaving?**

# Education

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Address** | **Course** | **Years** | **Diploma/** |
| **of School** | **of Study** | **completed** | **Degree** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| High school |  |  |  |  |
| College |  |  |  |  |
| Other(specify) |  |  |  |  |

**Employment Experience**

**Indicate any specialized** **skills or abilities you may have related to the position for which you are applying:**

**Indicate any current job-related training and/or certification(s) related to the position for which you are applying:**

**Have you ever been convicted of a crime that has not been annulled by a court? \_\_\_\_\_\_\_**

***If yes, explain below. (Conviction is not an automatic bar to employment. Each situation is considered on its individual merits. Lack of explanation or failure to complete this section will be a basis for rejection of your application.)***

|  |
| --- |
|  |

# Driving History Data

**(Only complete this section if required for the position being applied for.)**

**License No. State: Type/Class: Exp. Date: Detail any motor vehicle accidents you were involved in during the past three years:**

**List all traffic violations for which you were convicted during the past three years:**

**Indicate all motor vehicle license suspensions and/or forfeitures you have incurred for the past three years:**

# 

# Personal References

**Name Occupation Address Phone Number**

**Employment Experience**

**Please list ALL employment** **experience/work history, starting with your present or last job.**

**Be sure to emphasize experience related to the position for which you are applying.**

**THIS SECTION MUST BE COMPLETED. DO NOT INDICATE, “SEE RESUME”.**

**Although resumes may be attached, they may not be submitted in lieu of a completed application.**

|  |  |  |
| --- | --- | --- |
| **Employer** | **Dates Employed**  **From To** | **Work Performed** |
| **Address** |  |  |
| **Supervisor’s Name/phone #** |  |  |
| **Job Title** | **Hourly Rate/Salary Starting Final** |  |
| **Reason for Leaving** |  |  |

|  |  |  |
| --- | --- | --- |
| **Employer** | **Dates Employed**  **From To** | **Work Performed** |
| **Address** |  |  |
| **Supervisor’s Name/phone #** |  |  |
| **Job Title** | **Hourly Rate/Salary Starting Final** |  |
| **Reason for Leaving** |  |  |

|  |  |  |
| --- | --- | --- |
| **Employer** | **Dates Employed**  **From To** | **Work Performed** |
| **Address** |  |  |
| **Supervisor’s Name/phone #** |  |  |
| **Job Title** | **Hourly Rate/Salary Starting Final** |  |
| **Reason for Leaving** |  |  |

**APPLICANT’S STATEMENT**

In submitting this application for consideration and as indicated by my signature below, I hereby certify that all responses provided herein and throughout the application process are true and complete to the best of my knowledge. I authorize the City of Rochester and/or its authorized agent(s) to investigate my personal and employment history and financial and credit record. I further authorize investigation of all statements contained in this application for employment as may be deemed necessary in arriving at an employment decision. I understand that should an investigation at any time disclose any misrepresentations and/or falsifications as stated herein, upon any other employment-related form or made during an interview(s), my application will be rejected and should I become or already be employed with the City of Rochester, my employment may be terminated.

I understand that if I am employed by the City of Rochester, I am required to become familiar with and abide by all rules and regulations of the City of Rochester as established and amended from time to time. I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship established with the City of Rochester is of an “at will” nature, which means that the employee may resign at any time and the City of Rochester may discharge the employee at any time with or without cause. I further understand that this “at will” employment relationship may not be changed by any written instrument or by conduct unless such change is specifically acknowledged in writing by an authorized representative of the City of Rochester.

My signature below indicates that I have read, understand, and agree with the statement above.

Signature of Applicant Date

The City of Rochester is an Equal Opportunity Employer and does not discriminate because of sex, age, race, color, national origin, creed, religion, political affiliations, or handicap from the best-qualified persons applying for employment openings. Applications will remain active for a maximum of six months and may be evaluated for other positions within the City of Rochester during that time period.

For City use only - Applicant do not write in this space.

INTERVIEW

□ YES □ NO

INTERVIEWED BY: DATE:

REMARKS:

HIRED: □ YES □ NO

POSITION # DEPT

GRADE/WAGE STARTING DATE

Reference Checks to HR □ YES □ NO Approved: ------------------------------ Date: -----------------

DATE: