

# TOWN OF CAPITOL HEIGHTS

PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE



DATE STAMP

## APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE PAGES 1-5.

DATE \_\_\_\_\_

Name \_\_\_\_\_

Last

First

Middle

Maiden

Present address \_\_\_\_\_

Number

Street

City

State

Zip

How long \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

If under 18, please list age \_\_\_\_\_

Position applied for (1) \_\_\_\_\_

and salary desired (2) \_\_\_\_\_

(Be specific)

Days/hours available to work:

No Pref \_\_\_\_\_

Thur \_\_\_\_\_

Mon \_\_\_\_\_

Fri \_\_\_\_\_

Tue \_\_\_\_\_

Sat \_\_\_\_\_

Wed \_\_\_\_\_

Sun \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_

Can you work nights? \_\_\_\_\_

Employment desired

FULL-TIME ONLY

PART-TIME ONLY

FULL- OR PART-TIME

When available for work? \_\_\_\_\_

Have you ever worked for the Town of Capitol Heights?  Yes

No

If yes, please complete the following:

Job Title: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

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DO YOU HAVE A DRIVER'S LICENSE?  Yes  No

What is your means of transportation to work? \_\_\_\_\_

Driver's license number \_\_\_\_\_ State of issue \_\_\_\_\_  Operator  Commercial (CDL)  Chauffeur  
Expiration date \_\_\_\_\_

Have you had any accidents during the past three years? \_\_\_\_\_ How many? \_\_\_\_\_

Have you had any moving violations during the past three years? \_\_\_\_\_ How Many? \_\_\_\_\_

### OFFICE USE ONLY

Typing:  Yes  No \_\_\_\_\_ WPM 10-key  Yes  No

Word Processing:  Yes  No \_\_\_\_\_ WPM

Computer:  Yes  No PC  MAC

Other skills: \_\_\_\_\_

Please list three references other than relatives or previous employers.

Name \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_ Position \_\_\_\_\_

Company \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

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MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES?       Yes     No  
 ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?       Yes     No  
 Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

**Work Experience**      Please list your work experience for the **past five (5) years** beginning with your most recent job held.  
 If you were self-employed, give company name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
Your last job title:			

Reason for leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer: _____ Address: _____ Phone number: _____	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
Your Last Job Title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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Your last job title			

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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer: _____ Address: _____ Phone number: _____	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
Your last job title			

Reason for leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact your present employer?     Yes     No

Did you complete this application yourself     Yes     No

If not, who did? \_\_\_\_\_

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**AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)**

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I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with the Town of Capitol Heights creates an actual or implied contract of employment.

I agree to submit to drug and alcohol testing, if requested by the Town of Capitol Heights. I release the Town of Capitol Heights, and its employees, plus other persons or companies, from any and all liability arising out of or related in any way to such testing.

I authorize the Town of Capitol Heights to investigate information concerning my education, employment experiences and all other aspects of my background relevant to my proposed employment. I release the Town of Capitol Heights and its employees from all liability arising from such investigation.

Signature of applicant \_\_\_\_\_

Date: \_\_\_\_\_

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**The Town of Capitol Heights is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, disability, or any other characteristic protected by Federal, State, or Local Law.**