

**TOWN / VILLAGE OF WOODSTOCK
P.O. BOX 488
WOODSTOCK, VT 05091**

APPLICATION FOR EMPLOYMENT

DIRECTIONS: Print or type all entries. An incomplete or illegible application may jeopardize your opportunity for employment. Eligibility to compete for positions is based on a review of your application. All information provided will be evaluated. Please be certain to complete all items as fully as possible.

Please be certain you have read all the information provided in this application and have read and signed the statement on the last page and the Release Authorization.

A. GENERAL INFORMATION

__ Mr. __ Mrs. __ Miss __ Ms. _____
First Middle Last

Address: _____
Street/Mailing Town State Zip

Phone: _____ Social Security Number: _____

Availability – Type of Employment:

- ____ Permanent Full Time
- ____ Part Time
- ____ Limited
- ____ Seasonal
- ____ Special Officer

Special Skills: Date Entry, Police Training, EMT

Training, Operate Heavy Equipment: _____

Please state position for which you are applying: _____

In the past, have you ever been arrested or convicted of any crime? Yes () No ()
If yes, explain in Section E of this application. A record of conviction is not an automatic disqualification.

Do you have any medical condition which could require special testing or work arrangements? Yes () No ()
If yes, explain in Section E of this application.

Do you hold a valid driver's license? Yes () No () CDL ()
If yes, License number and issuing State: _____

Do you hold any social media accounts (i.e. Facebook, Instagram, SnapChat, Twitter) Yes () No ()
If yes, please list the social media outlet and user name for each account below.

B. EDUCATION

Please circle the highest level of education completed:

Elementary – 6 7 8 High School – 9 10 11 12 College – 1 2 3 4 5 Grad School – 1 2 3 4

Professional Licenses held: _____

List in reverse chronological order (present or last first) any colleges, universities, technical, vocational and trade schools, and high schools attended:

SCHOOL	ADDRESS	DATES ATTENDED	MAJOR/SUBJECTS	DIPLOMA/DEGREE (IF NONE, NO. OF CREDITS)
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

C. EXPERIENCE

Describe on the following page all previous work experience, with present or most recent employment first. Be certain to include any self employment, service in the armed forces, substantial volunteer work, and periods of unemployment. If you held more than one job with the same employer, list each separately.

1. PRESENT OR MOST RECENT EMPLOYMENT

Name of firm: _____ Your Job Title: _____

Address: _____ Supervisor: _____

Phone Number: _____ Email Address: _____

Length of Employment: From: Month ____ Year ____ To: Month ____ Year ____

May we contact this employer? Yes () No () Reason for leaving: _____

Summary of your duties and responsibilities:

2. NEXT MOST RECENT EMPLOYMENT

Name of firm: _____ Your Job Title: _____

Address: _____ Supervisor: _____

Phone Number: _____ Email Address: _____

Length of Employment: From: Month ____ Year ____ To: Month ____ Year ____

May we contact this employer? Yes () No () Reason for leaving: _____

Summary of your duties and responsibilities:

3. NEXT MOST RECENT EMPLOYMENT

Name of firm: _____ Your Job Title: _____

Address: _____ Supervisor: _____

Phone Number: _____ Email Address: _____

Length of Employment: From: Month ____ Year ____ To: Month ____ Year ____

May we contact this employer? Yes () No () Reason for leaving: _____

Summary of your duties and responsibilities:

D. PERSONAL REFERENCES:

Please give the names of three responsible persons, other than relatives or former employers, who know you well enough to give information about you.

Name	Address	Occupation	How Long Acquainted	Email Address	Phone Number
1. _____					

2. _____					

3. _____					

E. ADDITIONAL INFORMATION:

Use the space below to complete earlier items or attach additional sheets

CLASSIFIED SERVICE INFORMATION:

An application may be submitted at any time. The information on it, and any attachments, such as a resume, is used to determine the applicant’s eligibility to compete for any current or future vacancies.

An applicant must indicate interest in particular job titles as advertised. The examination may consist of a written test, a performance test, an oral panel evaluation, a rating of training and experience or a combination of two or more tests. A rating of training and experience examination score is based solely on the application and its attachments, and emphasizes the last ten calendar years.

The Town/Village may appoint any one of the candidates after interviews have been conducted, or may select a qualified Town/Village employee.

Special testing arrangements may be made, upon request, for disabled persons.

GENERAL INFORMATION:

The Town/Village of Woodstock is an Equal Opportunity Employer. Discrimination because of age, sex, race, creed, national origin, or any other non merit factor is prohibited. Any applicant for employment who feels discriminated against in opportunity for employment shall have the right to appeal. Such appeals shall be submitted in writing to the Woodstock Select Board, 31 The Green, P.O. Box 488 Woodstock, VT 05091.

F. STATEMENT:

The following statement must be read and signed in order for your application to be considered:

I hereby certify that my application for and all attachments to it contain no false information and are complete to the best of my knowledge. I am aware that if an investigation discloses misrepresentation or falsification, my application may be rejected, my name may be removed, and if already employed, I may be dismissed from service, and I may be disqualified from applying in the future for any position of the Town of Woodstock.

Applicant to be eligible for consideration must also sign a statement of “Release Authorization”

Signature of Applicant

Date

DO NOT WRITE BELOW THIS LINE

Interviewed By: _____ Date: _____

REMARKS: _____

TEST RESULTS: _____

NEATNESS: _____ CHARACTER: _____

PERSONALITY: _____ ABILITY: _____

HIRED: _____ DEPARTMENT: _____ POSITION WILL REPORT: _____ SALARY: _____

APPROVED:

Department Head

Manager

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RELEASE AUTHORIZATION

TO ALL COURTS, PROBATION DEPARTMENTS, SELECTIVE SERVICE BOARDS, PHYSICIANS, HOSPITALS, EMPLOYERS, EDUCATION AND OTHER INSTITUTIONS AND AGENCIES WITHOUT EXCEPTION.

I, _____, am making application to the Town / Village of Woodstock, Vermont. As a result, an investigation is being conducted to determine my eligibility. Therefore, you are authorized to release to the Town / Village of Woodstock or its representatives any and all information, documentary or otherwise pertaining to me that they may request. A photostatic of this authorization will be considered as effective and valid as the original.

Signature of Applicant

Date

Witness: _____