



TOWN OF BEDFORD, NEW HAMPSHIRE
 24 North Amherst Road, Bedford, NH 03110

**APPLICATION FOR
 EMPLOYMENT**

Please either email resume, cover letter and application to
 jobs@bedfordnh.org or, drop off at the Human Resources Office.

An Equal Opportunity Employer
 All applicants will be considered without regard to race, color, religion, age, sex (including gender identity, sexual orientation and pregnancy), marital status, national origin, disability, or genetic information.

	Date:
POSITION DATA	
Position applied for:	Department:
Availability Date:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal
<i>If applying for part-time employment, indicate days/hours available:</i> Days - _____ Hours - _____	
Referred By or Advertising location:	Salary/Rate of Pay Desired (optional): \$ _____

BIOGRAPHICAL DATA		
Full Name:	Home Phone: () _____	
Street Address:	Cell Phone: () _____	
City, State, Zip:	Email: _____	
Have you ever been employed with us before? <input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, provide details below.	
Title of Position Held:	Departure Date: _____	
Reason for Leaving: _____		
List any relative currently working for the Town of Bedford:		
Name:	Department:	Relationship:

EDUCATION				
Did you receive a high school diploma or GED? <input type="checkbox"/> YES <input type="checkbox"/> NO				
Circle Highest Grade Completed: 7 8 9 10 11 12 College: 1 2 3 4 5 6				
	School (name, city, state)	Dates (optional)	Degree(s) Attained	Course of Study
High School				
Undergraduate College/University				
Graduate/Professional College/University				
Other Education (i.e. Technical, Business)				

EMPLOYMENT HISTORY (List most recent employer first)	
Employer:	Your Title:
Street Address:	Employed From (date):
City, State, Zip:	Employed To (date):
May we contact your present employer? <input type="checkbox"/> YES NO	Salary/Rate of Pay (optional): \$
Responsibilities include:	
Supervisor' name:	Phone No.:
Reason for Leaving:	

Employer:	Your Title:
Street Address:	Employed From (date):
City, State, Zip:	Employed To (date):
	Salary/Rate of Pay (optional): \$
Responsibilities include:	
Supervisor' name:	Phone No.:
Reason for Leaving:	

Employer:	Your Title:
Street Address:	Employed From (date):
City, State, Zip:	Employed To (date):
	Salary/Rate of Pay (optional): \$
Responsibilities include:	
Supervisor' name:	Phone No.:
Reason for Leaving:	

If necessary, please attach additional sheets to include additional employment history.

MILITARY	
Have you ever served in the U.S. Armed Forces? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If YES, what branch?	
Type of Discharge:	Rank at Discharge:
Describe any training received which would be relevant to the position for which you are applying:	

SPECIFIC SKILLS
List technical/professional licenses or certifications you hold:
List office machines, heavy equipment, vehicles, or other machinery you can operate:
List any job-related specialized training you have received or skills you have acquired <i>(including software proficiency)</i> :

OTHER INFORMATION
Do you currently hold a valid NH Driver’s License? <input type="checkbox"/> YES <input type="checkbox"/> NO Type: <input type="checkbox"/> Operator <input type="checkbox"/> CDL-
Have you ever been convicted of any crime which has not been pardoned or annulled? <input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, give date, place, charge and disposition:
Are you legally eligible to work in the U. S.? <i>(proof of eligibility will be required upon employment)</i> ? YES NO

REFERENCES			
List three (3) professional references we may contact:			
Name & Occupation	Address	Phone	Relationship

ADDITIONAL INFORMATION
Use this space for any further information you think would help us evaluate your application:

APPLICANT'S STATEMENT & AGREEMENT

I understand that any unanswered questions on this application may cause this application to be rejected.

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge and belief. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed no matter when discovered by the Town of Bedford.

I understand that any employment is conditioned on a background check. I authorize the Town of Bedford to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Town of Bedford without giving me prior notice of such disclosure. In addition, I release the Town of Bedford, any former employers and all references listed from any and all claims or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be “at will” and without fixed term and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Town of Bedford. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Town of Bedford unless made in writing.

I understand that filling out this application does not indicate there is a position open and does not obligate the Town of Bedford to hire me. If hired, I agree to abide by all the Town of Bedford’s work rules, policies and procedures. The Town of Bedford retains the right to revise its policies and/or procedures, in whole or in part, at any time.

****DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT AND AGREEMENT****

Signature of Applicant

Date