



**EMPLOYMENT APPLICATION**

Town of Colchester  
781 Blakely Road  
Colchester, VT 05446

**1. GENERAL INFORMATION**

Date: \_\_\_\_\_ Position for which you are applying: \_\_\_\_\_

If you are responding to an ad, where did you see it?

- Seven Days
- Town Website
- Other (specify) \_\_\_\_\_
- Craig's List
- VLCT Job Posting
- Indeed.com
- Burlington Free Press Classifieds

If you were referred by an employee of the Town, please tell us by whom: \_\_\_\_\_

**2. PERSONAL INFORMATION**

Name: \_\_\_\_\_ (Last) \_\_\_\_\_ (M.I.) \_\_\_\_\_ (First)

Address: \_\_\_\_\_ (Street or P.O. Box) City: \_\_\_\_\_

State: \_\_\_\_\_ Zip \_\_\_\_\_ Phone (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Email address: \_\_\_\_\_

If you have applied to the Town of Colchester before, please provide date: \_\_\_\_\_

If you have worked for the Town of Colchester before, please provide dates of employment: \_\_\_\_\_

Date you will be available to start work: \_\_\_\_\_

Are you a veteran of U.S. military service? Yes \_\_\_ No \_\_\_ Branch \_\_\_\_\_ Dates: \_\_\_\_\_

Military training | experience relevant to position applied for: \_\_\_\_\_

Are you a U.S. citizen? Yes \_\_\_ No \_\_\_

If not, can you submit proof that you are authorized to work in the U.S. under federal law? Yes \_\_\_ No \_\_\_ (If hired, you must furnish valid documentation that you are legally entitled to work in the U.S.)

**3. EDUCATION**

High School (name of school): \_\_\_\_\_ Grade completed: \_\_\_\_\_

Vocational (name of school): \_\_\_\_\_ Diploma | Degree: \_\_\_\_\_

University | College (name of school): \_\_\_\_\_ Years completed: \_\_\_\_\_

Degree | License | Certification: \_\_\_\_\_

Specialized training/apprenticeships/internships: \_\_\_\_\_

Technology | Equipment Skills (software, machines, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**4: EMPLOYMENT HISTORY (Begin with most recent)**

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Last position held: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Last position held: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Last position held: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact your most recent employer? Yes \_\_\_ No \_\_\_

**5. REFERENCES** (List three professional or not related to you)

Name: \_\_\_\_\_ Association: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Association: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Association: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**6. STATEMENT OF AFFIRMATION**

I hereby affirm that the information I have provided on this application is true and accurate to the best of my knowledge. I authorize the verification of any or all of the information I have provided and any inquiries permissible by law to determine my suitability for employment. I understand that omissions or misrepresentations may be cause for rejection or, if I am hired, may be just cause for immediate dismissal.

**Applicant's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

*The Town of Colchester is an Equal Opportunity Employer. It is the policy of the Town to provide equal employment opportunity to all applicants and employees without regard to race, color, religion, gender or sexual orientation, age, or any other status protected by state or federal law.*