



37 Old Stage Road
 Essex Junction, VT 05452
 Phone: (802) 878-8213

EMPLOYMENT APPLICATION

PERSONAL

Full Name: _____
Last First Middle Initial

Address: _____
Street City State Zip

Telephone: _____ **Email Address:** _____

Social Security Number: _____

Position Applied For: _____

In Case of Emergency, Notify: _____
Name Telephone No.

EDUCATION

NAME OF SCHOOL	DATE FROM	DATE TO	GRADE COMPLETED	COURSES STUDIED
Grade School				
High School				
Business or Trade School				
College or University				

SKILLS

Describe any special skills or training you have received that would contribute to the position you are applying for (office machines/equipment operated): _____

WORK EXPERIENCE

Name of Present Employer:		Address of Employer:		Start Date (Month/Year)	End Date (Month/Year)
Job Title:	Name of Supervisor:	Supervisor's Job Title:			May We Contact?
Reason for Leaving:					Wages:
Description of Work and Responsibilities:					

Name of Previous Employer:		Address of Employer:		Start Date (Month/Year)	End Date (Month/Year)
Job Title:	Name of Supervisor:	Supervisor's Job Title:			May We Contact?
Reason for Leaving:					Wages:
Description of Work and Responsibilities:					

Name of Previous Employer:		Address of Employer:		Start Date (Month/Year)	End Date (Month/Year)
Job Title:	Name of Supervisor:	Supervisor's Job Title:			May We Contact?
Reason for Leaving:					Wages:
Description of Work and Responsibilities:					

PERSONAL REFERENCES

(Not former Employers or Relatives)

Name	Occupation	Address	Telephone
1.			
2.			
3.			

PROFESSIONAL REFERENCES

(Not Relatives)

Name	Occupation	Address	Telephone
1.			
2.			
3.			

VOLUNTEER REFERENCES

(Not Relatives)

Name	Occupation	Address	Telephone
1.			
2.			
3.			

If you are applying for a job that may involve driving a municipal vehicle please answer the following:

Do you possess a valid Vermont Driver's License? Yes No

License Number: _____

Please check License Type: Operators CDL

Expiration Date: _____

Signature of Applicant: _____

Date: _____

If you wish to give additional information, use space here: _____
