

# TOWN of HARRISVILLE

Office of the Select Board  
705 Chesham Road, Harrisville, NH 03450  
Tel 603 827 3431 | Fax 603 827 2917

## APPLICATION FOR EMPLOYMENT

Thank you for your interest in a position with the Town of Harrisville. We look forward to reviewing your application.

Individuals requiring an accommodation in order to apply for a position or participate in the hiring process should timely contact the Select Board Office.

Instructions: Please print all responses and complete the application in full to be considered. Add sheets as needed.

### General Information

Position applied for \_\_\_\_\_

Name \_\_\_\_\_

Residential address \_\_\_\_\_

Contact phone number \_\_\_\_\_ Email \_\_\_\_\_

Have you ever been employed by the Town of Harrisville? If so, list last position held, start and end dates.	
If you are under 18 years of age, can you provide proof of your eligibility to work?	
In accordance with the Immigration Reform and Control Act, can you provide proof that you are eligible to work in the United States?	
List family members currently working for the Town of Harrisville, and position held.	

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## Education & Training Background

Did you receive a high school diploma or GED? \_\_\_\_\_

Post high school education and training	Institution name	Did you graduate?	Degree or Certification earned
College or university			
Professional or technical school			
Other			
Other			

## Other Relevant Professional Licenses and Certifications, Knowledge and Experience

List professional license(s) and/or certification(s)	List equipment and/or machinery operation	List technology skills (software etc)	Other skills relevant to the position applied

# TOWN of HARRISVILLE

## Employment history

List all position(s) held, starting with your most recent position. The Town may contact previous employers to verify work history — we will notify you before doing so. Add pages as needed to provide us with a complete employment history.

<b>Position, Apprenticeship, Internship, or Other</b>	
Employer, city, state	
Employment dates (start/end)	
Fulltime or parttime?	
Reason(d) for leaving	
Summary of job duties. Include duties that are or were similar to those listed in the position description for the job you are applying for.	
<b>Position, Apprenticeship, Internship, or Other</b>	
Employer, city, state	
Employment dates (start/end)	
Fulltime or parttime?	
Reason(d) for leaving	
Summary of job duties. Include duties that are or were similar to those listed in the position description for the job you are applying for.	

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(Copy this page as needed to provide a complete picture of your work history.)

<b>Position, Apprenticeship, Internship, or Other</b>	
Employer, city, state	
Employment dates (start/end)	
Fulltime or parttime?	
Reason(d) for leaving	
Summary of job duties. Include duties that are or were similar to those listed in the position description for the job you are applying for.	
<b>Position, Apprenticeship, Internship, or Other</b>	
Employer, city, state	
Employment dates (start/end)	
Fulltime or parttime?	
Reason(d) for leaving	
Summary of job duties. Include duties that are or were similar to those listed in the position description for the job you are applying for.	

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## Criminal History

Have you ever been convicted of a crime that has not been annulled by a court, or are you currently charged with or under investigation for a criminal matter? \_\_\_\_\_

If “yes”, please explain in full below (a current criminal charge, investigation, and/or conviction will not automatically disqualify you from employment).

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## Driver Information (complete if the position requires a driver’s license or CDL)

Issuing state where current and valid driver license(s) are held	Type of license (Operator, CDL-B, etc)	Expiration date	If a CDL holder, list endorsements if any

Provide motor vehicle accident record, traffic convictions, and any license suspensions or forfeitures for the past 7 years if any. Add pages as needed.

1A Accident location and date	
1B Accident description (head-on, rear-end, etc)	
2A Traffic conviction location and date	
2B Traffic conviction description	
3 License suspension or forfeiture, date and description	

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## References

List at least 3 professional references including at least 1 direct supervisor with personal knowledge of your work. If you do not have employment history, please provide 3 personal references. We will notify you if and when we plan to contact your references listed here.

Name and position held	Company	Telephone number	Email address

## Additional Information

Use this section to flag additional information you feel would be helpful when evaluating your application.

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## Certification and Agreement

**I certify** that all entries on this application for employment and attachments are true and complete and I agree and understand that any falsification of information provided in this application may cause forfeiture on my part to any employment with the Town of Harrisville.

**I understand** that all information on this application is subject to verification, and I consent to references, former employers, and institutions listed being contacted regarding this application.

**I release** any individual or record custodian from any and all liability for damages of whatever kind or nature which may at any time happen to me as a result of compliance or attempts to comply with this authorization.

**I further acknowledge** that as a condition of employment, I may be required to undergo a pre-employment background check and/or examination, which may include but is not limited to a criminal history check, driver record check, and/or physical. And if I am hired by the Town of Harrisville, I will be required to verify my identity and eligibility to work in the United States and to complete the required employment verification document form.

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Applicant's signature and date