

**Application
For Employment**

**The Town of Laurel
201 Mechanic St, Laurel, DE 19956**

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.
(Please Print)

Date of Application: _____

Position(s) Applied For: _____

Referral Source: _____ Advertisement _____ Friend _____ Relative _____ Walk-In
_____ Employment Agency _____ Other _____

Name: _____
Last First Middle

Address: _____
Number Street City State Zip Code

Telephone: _____ Social Security Number: _____

If employed and you are under 18, can you furnish a work permit? _____ Yes ___ No

Have you filed an application here before? _____ Yes ___ No If yes, give date _____

Have you ever been employed here before? _____ Yes ___ No If yes, give date _____

Are you employed now? _____ Yes ___ No May we contact your employer? _____ Yes ___ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? _____ Yes ___ No (Proof of citizenship or immigration status will be required upon employment)

On what date would you be available for work? _____

Are you available to work _____ Full Time _____ Part-Time _____ Shift Work _____ Temporary

Are you on lay-off and subject to recall? _____ Yes _____ No

Can you travel if job requires it? _____ Yes _____ No

Have you been convicted of a felony within the last 7 years? _____ Yes _____ No
(Conviction will not necessarily disqualify applicant from employment)

If yes, please explain _____

AN EQUAL OPPORTUNITY EMPLOYER

Veteran of the U. S. Military Service? _____ Yes _____ No If yes, Branch _____

Indicate languages you speak, read, and/or write.

	Fluent	Good	Fair
Speak			
Read			
Write			

List professional, trade, business or civic activities and offices held. (You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status):

Give name, address and telephone number of three references who are not related to you and are not previous employers.

Special Employment Notice to Disabled Veterans, Vietnam Era Veterans, and Individuals with Physical or Mental Handicaps.

Government contractors are subject to 38USC 2012 of the Vietnam Era Veterans Readjustments Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran, or have a physical or mental handicap you are invited to volunteer this information which will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect your consideration for employment.

If you wish to be identified, please sign below.

Handicapped Individual _____ Disabled Veteran _____ Vietnam Era Veteran

Signed _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, religion, gender, national origin, handicap or other protected status.

1. Employer	Telephone	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Start	Final	
Supervisor				
Reason For Leaving				
2. Employer	Telephone	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Start	Final	
Supervisor				
Reason For Leaving				
3. Employer	Telephone	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Start	Final	
Supervisor				
Reason For Leaving				
4. Employer	Telephone	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Start	Final	
Supervisor				
Reason For Leaving				

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience

EDUCATION

