

TOWN OF LITTLE COMPTON  
EMPLOYMENT APPLICATION

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Personal Information

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Phone \_\_\_\_\_

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Work

Position or kind of work: \_\_\_\_\_

Describe any prior experience in this kind of work \_\_\_\_\_  
\_\_\_\_\_

Describe any formal schooling or training for this work \_\_\_\_\_  
\_\_\_\_\_

List any licenses, security or bonding clearance or certificates you may have \_\_\_\_\_  
\_\_\_\_\_

Office skills (i.e. typing, machine operation) \_\_\_\_\_  
\_\_\_\_\_

Referral Source  Friend  Relative  Employment Agency  Other  
State name of agency/individual \_\_\_\_\_

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Available For Work

Date available for work \_\_\_\_\_  Full Time  Part Time  Temporary

Shifts or times available for work \_\_\_\_\_

Will you work overtime on occasion if necessary?  Yes  No

Will you work extra days in the week if necessary?  Yes  No

Do you have any continuing military obligations such as National Guard or Reserve which might affect your work schedule?  Yes  No

Do you plan to work elsewhere or attend school while working here?  Yes  No

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Use additional sheets for any explanations you may wish to give about answers given below:

Present Employment

Are you presently employed?  Yes  No

How much advance notice do you wish to give to your present employer? \_\_\_\_\_

Do you authorize us to contact your present employer as a reference?  Yes  No

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Prior Events      Have you ever worked for the Town before?  Yes  No

Do you authorize us to contact your previous employers for references?  Yes  No

Have you earned any pension or retirement credits other than Social Security in any prior employment?  Yes  No

Have you ever been discharged for cause?  Yes  No

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Other Personal Data      Do you have any friends or relatives working for the Town? \_\_\_\_\_

\_\_\_\_\_

Hobbies/Interest \_\_\_\_\_

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Citizenship      Can you, after an offer of employment, submit a birth certificate or other proof of U.S. citizenship?  Yes  No

If not, are you legally permitted to work in the U.S.?  Yes  No

If you are a citizen of the United States and are hired to work, you may be required within 3 working days to furnish documentation that you are a legal resident and are legally entitled to work in the U.S.

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Education & Training      If this information is included on an attached resume, please disregard this section.

High School      Name of Last High School \_\_\_\_\_

Location \_\_\_\_\_

Highest year completed \_\_\_\_\_ Average grade \_\_\_\_\_ Date left \_\_\_\_\_

Special courses (typing, technical, etc.) \_\_\_\_\_

\_\_\_\_\_

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Education continued      College or University      Name \_\_\_\_\_

Location \_\_\_\_\_

Years attended \_\_\_\_\_

Degree \_\_\_\_\_ Date left \_\_\_\_\_

Major subject \_\_\_\_\_ GPA \_\_\_\_\_

Other (Graduate, Trade School, Correspondence School, etc.)      Name \_\_\_\_\_

Location \_\_\_\_\_

Length of course \_\_\_\_\_

Was course completed? \_\_\_\_\_ Date \_\_\_\_\_

Subject \_\_\_\_\_ Scholarship Average \_\_\_\_\_

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Employment and US Military Service Record      COMPLETE THIS SECTION even if you have attached a resume. Give a complete account of your full-time employment. Begin on the first line with your **PRESENT** or most recent position and work back.

**1. Employer** \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Main duties \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Starting pay \_\_\_\_\_ Leaving pay \_\_\_\_\_

Why did you leave? \_\_\_\_\_

**2. Employer** \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Main duties \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Starting pay \_\_\_\_\_ Leaving pay \_\_\_\_\_

Why did you leave? \_\_\_\_\_

**3. Employer** \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Main duties \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Starting pay \_\_\_\_\_ Leaving pay \_\_\_\_\_

Why did you leave? \_\_\_\_\_

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Personal      Information in this section is required only after employment.

Person to notify in case of emergency \_\_\_\_\_  
Phone \_\_\_\_\_

Name of spouse (if any) \_\_\_\_\_  
Phone \_\_\_\_\_

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Certificate of Applicant (Read carefully before signing)

All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may be cause for rejection or if employed, may be just cause for subsequent dismissal. I hereby authorize any former employer, person, firm or corporation listed hereon including this company to answer any and all questions and agree to hold all persons harmless for giving any and all truthful information within their knowledge or records. I understand this is a preliminary application and not a contract to employ me. Furthermore, in the event I am employed, my employment shall be completely voluntary and

may be terminated at will at any time upon notice by either myself or the Town. I agree to comply with all reasonable rules of the Town as a condition of continued employment. In the event the Town advances me money or other things of value, or I otherwise become financially indebted to the Town, I agree to repay the Town and also that any wages due me upon termination may be offset by payroll deduction against any such monies due the Town.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Qualified applications receive equal consideration. No question is asked for the purpose of excluding any applicant due to his or her race or color, religion, sex, sexual orientation, gender identity or expression, disability, age or country of ancestral origin, as prohibited by law or regulation. "AN EQUAL OPPORTUNITY EMPLOYER"

Additional  
Information

If the box to the left is checked, please answer additional questions on the attached addendum.