

Personal Information

Last Name: _____ First Name: _____ Middle Initial: _____

Mailing Address: _____ Town: _____

State: _____ Zip: _____ Phone: (h) _____ (c) _____

E-mail address: _____

Are you 18 years or are or older? Yes No Have you received and read the job description? Yes No

If hired, can you provide proof that you are legally authorized to work in the U.S.? Yes No

If the position sought requires driving, can you provide a valid driver's license and proof of insurance? Yes No

Position Information

Are you seeking a paid or unpaid internship? _____

If paid, salary desired: \$ _____ If unpaid, are your obtaining college credit with this internship? _____

What are the total number of hours required for this internship? _____ How many hours/week are you available to work? _____ How did you hear about the position? _____

Education

High School _____ City _____ State _____ Years Attended _____

College/University _____ Field of Study _____ City _____ State _____ Years Attended _____

Employment History (Most recent first)

Company: _____ Position: _____

Company Address: _____ City: _____ State: _____ Zip: _____

Supervisor: _____ Phone Number: _____ Employment Dates: _____

May we contact this person? Yes No Reason for leaving: _____

Describe your job duties: _____

Company: _____ Position: _____

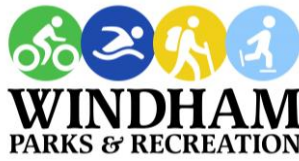
Company Address: _____ City: _____ State: _____ Zip: _____

Supervisor: _____ Phone Number: _____ Employment Dates: _____

May we contact this person? Yes No Reason for leaving: _____

Describe your job duties: _____

(Please use additional paper for employment history if needed.)



Please list any requirements for school

Please tell us how this internship will help you in your professional development:

Other Experience (Please describe any additional information about yourself or other experience you have that is related to the internship for which you are applying.)

References (Please list at least 2 professional or personal references who are not related by blood or marriage.)

Full Name	Relationship	Years Known	Phone #
1. _____			
2. _____			
3. _____			

Disclaimer & Signature

I understand that the Town is committed to providing equal opportunity in all employment practices, including, but not limited to, selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, religion, handicap or disability, citizenship status, or any other category protected by federal, state, or local law.

I authorize the Town to inquire with any current or former employers, professional, work, educational and personal references listed in the application, or any other individuals I may name concerning my work experience. I further authorize the Town to conduct background investigations to include criminal background checks, motor vehicle reports, and other consumer reports that may contain pertinent information related to my candidacy for the position desired. I understand the Town complies with the Fair Credit Reporting Act ("FCRA") and that should employment be denied based upon my background report(s) that I will be provided with a copy of the relevant report, applicable eligibility standards, and a Summary of Rights under the FCRA.

I understand that the Town reserves the right, to the extent permitted by law, to require drug and alcohol screening tests of an applicant or an employee either prior to beginning employment or anytime during employment.

I certify that I have received a copy of the position description for the job desired. I understand that this employment application and any other Town documents provided during the application process are not promises of employment.

I certify that the information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in the Town's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS

Applicant Signature

Date

AUTHORIZATION TO RELEASE INFORMATION

I hereby request and authorize you to furnish the Town of Windham with any and all information they may request concerning my work record, educational history, military record, financial status, criminal or driving record, general reputation, and past or present medical condition. This authorization is specifically intended to include any and all information of a confidential or privileged nature, as well as photocopies of such documents, if requested. The information will be used for the purpose of determining my eligibility to provide contract services for the Town of Windham.

I hereby release you and your organization from any liability which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications to serve as a Town of Windham contractor. This release will expire sixty (60) days after the date signed.

Print Name: _____

Signed: _____

Date: _____

In order to facilitate access to requested background information, please provide the following:

Social Security Number: _____

Date of Birth: _____

Driver's License Number: _____