



First Choice, Best Source
Since 1901

10 Mill Road
Andover, NH 03216
Phone: 603-735-5193
Fax: 603-735-4134

21 Sargent Road
Sunapee, NH 03782
Phone: 603-763-9070
Fax: 603-763-4134

APPLICATION FOR EMPLOYMENT

Our company is an Equal Opportunity Employer that employs in compliance with all applicable laws. We do not discriminate because of sex, age, race, color, religious creed, marital status, national origin, ancestry, mental or physical disability, citizenship, sexual orientation, or for any other reason prohibited by state or federal law.

Date: _____

PERSONAL INFORMATION

Name: _____
Last First Middle Initial

Address: _____
Street City State Zip Code

Telephone Number: _____ Social Security Number: _____ - _____ - _____

If under 18 years of age, do you have a work permit? Yes No

Are you either a U.S. citizen, or an alien who has the legal right to remain and work in the U.S.? Yes No

(If you accept employment with us, the Federal Immigration Act of 1986 requires that you provide documents establishing your identity and work authorization.)

EMPLOYMENT DESIRED

Position for which you are applying: _____

Full-time Part-time Fill-in Summer

Date of availability: _____

Do you have a valid driver's license? (Only answer this question if specifically asked to) Yes No

Can you travel if a job requires it? Yes No

Have you ever applied for employment with this company? Yes No

If yes, when? _____

In what position? _____

Please list any special skills you have: _____

If you served in the military service of the United States, did you receive any special training which will help you perform the job for which you are applying? Yes No

If yes, please describe: _____

EDUCATION

Highest Grade Completed (Please circle) 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4
Grade School High School College

Name of school attended: _____

Vocational or trade school: _____

Course of Study: _____

REFERENCES

<u>Name and Occupation</u>	<u>Address</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

FORMER EMPLOYERS

List below your work experience, starting with your present or last place of employment. You may include verifiable volunteer work experience.

<u>Date Employed</u>	<u>Name & Address of Employer</u>	<u>Name of Supervisor</u>	<u>Position & Salary</u>	<u>Reason for Leaving</u>
from			start	
to			finish	
from			start	
to			finish	
from			start	
to			finish	
from			start	
to			finish	
from			start	
to			finish	

May we contact your employer at this time? Yes No

I understand that any employment will be on a _____ day introductory basis. My employment may be terminated, with or without cause or notice, at any time, at my option or that of this company. I understand that no management representative has any authority to enter into any agreement for continuing employment for any specific period of time or which is contrary to the foregoing without written approval of the company president. I give the company permission to contact all or any of my previous employers and references and authorize them to provide all information requested of them by this company. I authorize you to obtain, use, and rely upon that information in relation to my application. I have provided truthful and complete responses to all inquiries in the application and understand that the discovery of any falsification or omission constitutes a ground for immediate dismissal. If employed by this company, I will abide by its rules and regulation, which I understand are subject to change by the company. **IT IS ALSO UNDERSTOOD THAT PERSONAL CREDIT FILES WILL BE REQUIRED IN THIS EMPLOYMENT INVESTIGATION AND THAT IS AUTHORIZED BY THE UNDERSIGNED.**

Date

Signature of Applicant

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment. Any employer who violates this law shall be subject to criminal penalties and civil liability.



SINCE 1901

BACKGROUND INFORMATION

Your background and work history will be discussed with you during your interview. Prior to your interview, please answer all of the following questions with a “yes” or a “no”:

Have you been:

- 1. Convicted of a felony? ___ yes ___ no
- 2. Placed on probation or terminated for poor job performance? ___ yes ___ no
- 3. Disciplined or fired for insubordination? ___ yes ___ no
- 4. Disciplined or discharged for violating safety rules? ___ yes ___ no
- 5. Disciplined or terminated for absenteeism, tardiness, failure to notify your company when absent, or any other attendance related reason? ___ yes ___ no
- 6. Disciplined or fired for fighting, assault or similar offenses? ___ yes ___ no
- 7. Disciplined or discharged for being under the influence of alcohol or drugs, or for possession or use or abuse of alcohol or drugs? ___ yes ___ no

I certify that the above answers are true to the best of my knowledge. I understand that any falsification discovered before or after I am employed, may be cause for my being disqualified or removed from employment.

Signature _____

Social Security # _____

Date _____

*We've Built Our Reputation
One Generation At A Time*

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