



PO Box 6150, Rutland, Vermont 05702
Physical Address: 103 Wales St. Rutland, VT 05701
Phone: 802-747-7010 \* Fax: 802-747-7027

Employment Application

Applicant Information

Full Name: Last First M.I. Date:
Address: Street Address Apartment/Unit #
City State ZIP Code
Phone: ( ) E-mail Address:
Date Available: Desired Salary: \$
Position Applied for:

Are you a citizen of the United States? YES NO
Have you ever worked for this company? YES NO
Do you have a valid driver's license? YES NO
If no, are you authorized to work in the U.S.? YES NO
If so, when?
Do you have reliable transportation? YES NO

Education

High School: Address:
From: To: Did you graduate? YES NO Degree:
College: Address:
From: To: Did you graduate? YES NO Degree:
Other: Address:
From: To: Did you graduate? YES NO Degree:

References

Please list three professional references. No Personal references.

Full Name: Relationship:
Company: Phone: ( )
Address:

Full Name: Relationship:
Company: Phone: ( )
Address:

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

### Previous Employment

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

### Military Service

Branch: \_\_\_\_\_ Fr: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_