



## **TOWN OF ALBURGH**

### **Employment Application**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Preferred Contact Number ( ) \_\_\_\_\_ - \_\_\_\_\_

If an offer of employment is made, can you submit proof that you are permitted to work in the U.S. under federal law? Yes ☐ No ☐

*(Note: If you are hired, you must furnish valid documentation that you are legally entitled to work in the U.S.)*

Position Applying for: \_\_\_\_\_

Date available: \_\_\_\_\_

| High School, Trade,<br>Business school or College<br>Attended | No. of<br>Yrs/Grades<br>Completed | Degrees<br>Earned or<br>Expected | Major Courses of Study | GPA/Major |
|---------------------------------------------------------------|-----------------------------------|----------------------------------|------------------------|-----------|
|                                                               |                                   |                                  |                        |           |
|                                                               |                                   |                                  |                        |           |
|                                                               |                                   |                                  |                        |           |
|                                                               |                                   |                                  |                        |           |

| Employer | Job title/work description | Dates employed | Why did you leave? |
|----------|----------------------------|----------------|--------------------|
|          |                            |                |                    |
|          |                            |                |                    |
|          |                            |                |                    |
|          |                            |                |                    |

May we contact your previous employer(s) as a reference?

☐ Yes

☐ No

May we contact your current employer as a reference?

☐ Yes

☐ No



### MILITARY INFORMATION

Are you a veteran of the U.S. military service? ☐ Yes ☐ No

If so, indicate branch \_\_\_\_\_ Dates \_\_\_\_\_

Military training and experience relevant to job applied for: \_\_\_\_\_

\_\_\_\_\_

**Other Skills/Training.** Describe your skills, experience, certifications or other training that are relevant to the job sought (including membership in any trade organizations or professional societies).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### PROFESSIONAL REFERENCES (Include name; phone number/email address; title/employer.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### ANY ADDITIONAL INFORMATION

\_\_\_\_\_

\_\_\_\_\_

### GENERAL INFORMATION

Are you over the age of 18? ☐ Yes ☐ No

Do you currently have a legal/valid license to operator a motor vehicle? ☐ Yes ☐ No

Type of CDL License (if applicable): \_\_\_\_\_

Has your license ever been suspended? ☐ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☐ No Approx. Date: \_\_\_\_\_

Have you ever been employed with us before? ☐ Yes ☐ No Approx. Date: \_\_\_\_\_

Is a resume attached? ☐ Yes ☐ No

### CERTIFICATION BY 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 dismissal. I hereby authorize any former employer, person, firm, corporation or educational institution listed herein including this municipality to answer any and all questions and provide documents 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 hired, my employment shall be completely voluntary and may be terminated at will at any time for any non-discriminatory reason upon notice by either myself or the municipality. I agree to comply with all reasonable rules of the municipality as a condition of employment.

Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_



The Town of Alburgh is an equal opportunity employer. It is the policy of this municipality to provide equal employment opportunity to all applicants and employees without regard to race, color, religion, sex, national origin, ancestry, place of birth, age, marital status, pregnancy status, genetic information, physical or mental condition, HIV status, veteran status, sexual orientation, gender identity, or other category protected by state or federal law. No question is asked on this application or during the application process for the purpose of excluding any applicant due to the aforementioned protected categories or other category protected by state or federal law.

### **COMMERCIAL DRIVER'S LICENSE (CDL) APPLICANTS**

If the position you are applying for requires a CDL and you receive an offer of employment, the offer will be contingent on passing a Drug and Alcohol Test before beginning employment. Pursuant to Sec. 40.25 (j) of CFR 49 Part 40 - An employer covered by DOT drug and alcohol testing rules must ask a prospective employee who will be performing safety-sensitive functions for said employer whether or not he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by another employer to which the employee applied for, did not obtain, safety-sensitive transportation work covered by the DOT drug and alcohol testing rules during the past two years. If the employee admits that he or she had a positive test or a refusal to test, the employer must not use the employee to perform safety-sensitive functions until and unless the employee documents successful completion of the return-to-duty process (Refer to Sec. 40.25 (b) (5) and (e)).

### **INTERVIEW PROCESS**

Once a sufficient number of applications have been received they will be reviewed to determine who will be interviewed. This process may take several weeks. Should we contact you for an interview, please be aware that we follow a careful, team-based approach to hiring. Our interview process usually consists of the applicable department head and the Selectboard to give participants a real sense of our organization and what is required of them. Once interviews are completed, we (and you) want to make sure we have determined who will be the best candidate to join our Team. We will contact you if we are interested in your application. Thank you for your interest in the Town of Alburgh.

### **Please submit your application to:**

Amanda Costello  
Town Administrator  
1 North Main St Suite 1  
Alburgh, VT 05440  
[acostello@alburghvt.org](mailto:acostello@alburghvt.org)  
802-796-3468 Ext. 2