



## Employment Application Town of Derry, New Hampshire

Human Resources  
14 Manning Street  
Derry NH 03038  
(603) 432-6100

Please print in ink or type. Answer every question clearly and completely.  
Where a question does not apply, please answer "N/A".

### PERSONAL DATA

POSITION APPLIED FOR \_\_\_\_\_ DATE \_\_\_\_\_  
(Give exact title)

1. Name \_\_\_\_\_  
Last First Middle

2. Address \_\_\_\_\_  
Street City State Zip Code

3. Home \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

4. Are you legally eligible to work in the U.S.? ☐ Yes ☐ No

5. The Town of Derry supports the Americans with Disabilities Act. Are you able to perform the specific job functions, with or without reasonable accommodations, of the job for which you are applying?  
☐ Yes ☐ No

6. Have you ever worked for the Town of Derry? ☐ Yes ☐ No

If yes, which department? \_\_\_\_\_ When? \_\_\_\_\_

7. If the position for which you are hired requires driving of a Town vehicle, you must produce an appropriate, valid driver's license. Your driver's record will be reviewed if your position requires driving a Town vehicle. Your driver's record must be within the standards set by the Town's insurance company and the Town in order for you to be permitted to operate a Town vehicle.

8. When would you be available for employment? \_\_\_\_\_

9. What is the lowest salary you will accept? \_\_\_\_\_

10. How did you learn about the position for which you are applying? \_\_\_\_\_

If by Town employee referral, list name of employee. \_\_\_\_\_

## EDUCATION AND TRAINING

11. Indicate the highest educational grade completed:

Undergraduate \_\_\_\_\_ Graduate \_\_\_\_\_ Ph.D. \_\_\_\_\_

Name and location of the last high school attended \_\_\_\_\_  
 \_\_\_\_\_

Did you graduate from high school? ☐ Yes ☐ No

If not, have you passed a GED or HiSET exam? ☐ Yes ☐ No

	School Name Location	# of Years Attended	Did you Graduate?	Degree	Major Area of Study
College or University					
Other Education					

**SPECIAL QUALIFICATIONS AND SKILLS** (typing, computer proficiency, foreign languages, **professional licenses and certifications**, publications, scholastic honors, etc.)

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**OTHER TRAINING YOU RECEIVED** (for example special courses, work training programs, armed forces training)

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If applying for a job requiring specific skills, please complete as applicable:

Typing Speed: \_\_\_\_\_ wpm. Other: \_\_\_\_\_

## EXPERIENCE HISTORY

12. Start with your present position and work back. Include military service and volunteer experience. Additional experience should be listed on a separate sheet of paper or on a personal resume. Be sure to include all requested information, especially as it relates to the job for which you are applying. Resumes may be submitted as supplemental information.

A. Present Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Complete Address \_\_\_\_\_ Avg.Hrs./Week \_\_\_\_\_  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_ May we contact? ☐ Yes ☐ No  
Reason for leaving? \_\_\_\_\_  
Describe your work. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Past Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Complete Address \_\_\_\_\_ Avg.Hrs./Week \_\_\_\_\_  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_ May we contact? ☐ Yes ☐ No  
Reason for leaving? \_\_\_\_\_  
Describe your work. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Past Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Complete Address \_\_\_\_\_ Avg.Hrs./Week \_\_\_\_\_  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_ May we contact? ☐ Yes ☐ No  
Reason for leaving? \_\_\_\_\_  
Describe your work. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Past Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Complete Address \_\_\_\_\_ Avg.Hrs./Week \_\_\_\_\_  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_ May we contact? ☐ Yes ☐ No  
Reason for leaving? \_\_\_\_\_  
Describe your work. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Background checks are routinely performed prior to hire. May we conduct? ☐ Yes ☐ No  
If no, please explain.

14. References may be furnished in the space provided below if desired by the applicant.

_____ Name	_____ Name	_____ Name
_____ Address	_____ Address	_____ Address
_____ Telephone	_____ Telephone	_____ Telephone
_____ Relationship	_____ Relationship	_____ Relationship

**THIS STATEMENT MUST BE SIGNED.**

I certify that all of the statements made in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not employing me or dismissing me after I have begun work. I understand that all the information contained in this application may be subject to verification.

For certain job categories, I may be required to pass, after a conditional offer of employment is made, a physical examination to establish my ability to perform the essential functions of the job. I understand that the Town conducts both state and federal criminal records checks. I understand that any offer of employment is conducted upon the Town's concurrence, before or after such offer is made, that the results of criminal records checks are consistent with the Town's employment standards or expectations of the job for which I am applying. I also understand that the Town of Derry conducts pre-employment and random drug testing in various departments.

_____ Signature of Applicant	_____ Date
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**THANK YOU FOR APPLYING WITH THE TOWN OF DERRY**  
Equal Opportunity Employer

## **VOLUNTARY DATA RECORD**

To enable the Town of Derry to meet reporting requirements of the Equal Employment Opportunity Commission, applicants are requested (but not required) to complete this Voluntary Data Record. Information will be used solely for reporting purposes. This portion of your application will not be used as selection criteria and will be treated as personal and confidential.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position applied for: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Check one: ☐ Male ☐ Female ☐ Other: \_\_\_\_\_

Racial/ethnic data: Please identify yourself in terms of the racial/ethnic groups listed below by checking the appropriate field:

☐ White ☐ Black/African American ☐ Hispanic/Latino ☐ Asian ☐ Native Hawaiian/Pacific Islander  
☐ American Indian/Alaskan Native ☐ Balance

Are you a Veteran? ☐ Yes ☐ No

If yes, dates of active duty: From \_\_\_\_\_ To \_\_\_\_\_ Type of discharge or release: \_\_\_\_\_

### **TO ALL APPLICANTS**

Section 503 of the Rehabilitation Act of 1973, the Americans With Disabilities Act Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, provide for employers to take affirmative action to employ and advance qualified disabled individuals, qualified disabled veterans, and veterans of the Vietnam Era respectively. If you would like to be considered under any of these Affirmative Action programs, please complete the information below.

Submission of this information is voluntary and refusal to provide it will not prevent consideration of employment.

Your information will be kept confidential and used only for the purpose of the Acts and the regulations issued under them, except (a) Supervisors and managers may be informed regarding restrictions on your work or duties and necessary accommodations; (b) safety personnel may be informed, as appropriate, if the condition might require emergency treatment; and (c) government officials investigating compliance with the Acts shall be informed.

If you are disabled and/or a veteran of the Vietnam Era, we would like to assist you in making appropriate career decisions. It would be helpful if you would complete the information below.

- ☐ I am disabled and would like assistance in appropriate employment placement.  
☐ I am a Vietnam Era Veteran and would like assistance in appropriate employment placement.  
☐ I am a disabled veteran and would like assistance in appropriate employment placement.

This is a list of my special skills, knowledge, or experience which may qualify me for positions that I might not otherwise be able to do because of my disability. This will permit my being considered for any position of that kind.

\_\_\_\_\_  
\_\_\_\_\_

The following accommodations, if made, would enable me to perform the job for which I am applying successfully and safely:

\_\_\_\_\_  
\_\_\_\_\_