



TOWN OF HILLSBOROUGH

27 School Street, Hillsborough, NH 03244

Tel. (603) 464-3877 Fax (603) 464-4270

APPLICATION FOR SUMMER EMPLOYMENT

The Town of Hillsborough is an **equal opportunity employer** and does not discriminate in hiring, promotion, or other employment decisions on the basis of race, sex, color, pregnancy, religion, national origin, sexual orientation, marital status, disability, age, veteran or military status, or any other basis protected by law. Equal access to programs, services and employment is available to all persons.

PLEASE PRINT (USE INK)

PERSONAL:

Name: _____ Email: _____
(Last) (First) (Middle)

Current Address: _____ Telephone: _____
(Street) (City) (State) (Zip Code) (Include Area Code)

Have you ever applied for employment here before? ____ Yes ____ No If yes, when? _____

Have you ever worked for the Town before? ____ Yes ____ No If yes, when? _____

Dates of Employment _____ Reason for Leaving _____

Position Desired: _____

Please list certifications: _____

Hours/Days available: _____ Date available to begin: _____

Do you need any time off this summer for planned activities? _____
(Vacations, sports camps, etc)

Last date you are available to work: _____

Are you a full time student? _____

If yes, what school do you attend? _____

GENERAL:

Are you authorized to work in the United States? ____ Yes ____ No (Proof of eligibility to work in the U.S. will be required upon employment.)

Are you 18 years old or older? _____ Yes _____ No
Are you available to work full-time _____ part-time _____ temporary _____? If part-time, indicate maximum hours per week _____

CONVICTION INFORMATION:

Have you ever been convicted of a crime (including pleading guilty or no contest) that has not been annulled by a court, except for minor traffic violations? _____ Yes _____ No (If yes, please fill in information below.)

Conviction information will not necessarily bar an applicant from employment.

Date Reason Disposition of Case Place

- 1. _____
- 2. _____
- 3. _____

Employment History

Are you presently employed? _____

Please list your last 2 employers:

Company Name: _____
Company Address: _____ Phone #: _____
Supervisor's Name: _____ Dates worked: _____

Company Name: _____
Company Address: _____ Phone #: _____
Supervisor's Name: _____ Dates worked: _____

Who do we contact in case of an emergency?

Name: _____ Phone #: _____ Relationship: _____

I certify that the information contained in this employment application is true and complete to the best of my knowledge and I understand that, if employed, falsified information on this application shall be grounds for dismissal.

Signature: _____

****PLEASE INCLUDED 2 COMPLETED REFERERENCES FORMS ALONG WITH APPLICATION****

TOWN OF HILLSBOROUGH

REFERENCE FORM FOR SUMMER EMPLOYMENT

Applicant Name: _____

The above named person has applied to work for the Town of Hillsborough. Relatives are not permitted to complete the form. Each applicant must submit two character recommendation forms. We value your comments and request that you give a full and candid report so that fair consideration may be given to each applicant.

Reference Name and Title: _____

Contact Number: _____

1. How long have you known this person and in what capacity?
2. Would you consider this person to be honest and reliable?
3. Does this applicant act maturely and respectfully around adults, peers, and children? Please provide an example of this behavior.
4. Please provide any additional information as it relates to working in Recreation, Parks & Open Space.
5. Do you recommend this applicant to work for the town of Hillsborough Recreation, Parks & Open Space?

Signature: _____ Date: _____

Thank you for your co-operation in providing us with a character reference.