

**TOWN OF CLAYTON**  
**APPLICATION FOR EMPLOYMENT**

Position applied for \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_ S.S.# \_\_\_\_\_

Have you ever filed an application with us before? Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Have you ever been employed here before? Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Are you currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_

May we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

Are you available to work: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time

**REFERENCES**

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

EDUCATION

	Name	Location	Course/ Major	Diploma/ Degree
Elementary School	_____	_____	_____	_____
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Business/Trade/ Technical	_____	_____	_____	_____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities.

1. Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Hourly Rate/Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_
2. Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Hourly Rate/Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_
3. Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Hourly Rate/Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

