

TOWN OF OXFORD EMPLOYMENT APPLICATION

Instructions: Please read the official Job Description for complete job information and requirements before filling out this application. Answer every question completely. This application is a requirement for employment consideration however, you may include a resume with this application if you wish. Please type or print clearly using black ink. Please include your full name on any additional pages.

Position Applied For		Date of Application	
Last Name	First Name	Middle Initial	
Address	City	State	Zip Code
Phone Number	E-mail Address		
		YES	NO
Do you have a valid driver's license?			
Have you ever filed an application with us before?			
Have you ever been employed with us before?			
Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration Status?			
Are you available to work Full Time?			
Are you available to work Evenings?			
Are you available to work Weekends or Shift Work?			
On what date would you be available for work?			
Did you graduate from High School?			
Name of School, City and State:			
Do you have a GED?			
Number and State for GED:			

EDUCATION			
Name of College or University	Major Field	Degree Type	Degree received?

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Other Training: Describe any specialized training (trade school, military training, law enforcement training, or specialized schooling) you have received that may be relevant to this position. Include any licenses and certifications with numbers and expiration dates, if available.				
Organization Name	Type of Training	Describe	Cert/Lic	Expiration Date

SKILLS			
Other Skills or Abilities: Please describe your proficiency/skill/ability in the use of computer hardware and software, equipment/tools, or any other special skills or abilities that enhance your qualification for this position. Only include skills that you currently use or have maintained, and identify how you use those tools.			
Specific Skill or Ability	Specific Tool/Equipment Hardware/Software	Proficiency Level <i>(Advanced/Intermediate/Beginner)</i>	How Used <i>(Application)</i>

Please rate your computer skills in the following areas:			
Microsoft Word <i>(None/Use Regularly/Skilled)</i>	Microsoft Excel <i>(None/Use Regularly/Skilled)</i>	Microsoft Outlook <i>(None/Use Regularly/Skilled)</i>	Microsoft Publisher <i>(None/Use Regularly/Skilled)</i>

PREVIOUS EMPLOYMENT		
Start with your Present or Most Recent Job. Include relevant paid, non-paid, volunteer and military experience from the past 10 years. List Promotions as Separate Jobs. You must provide all of the information requested for each job you list. If more space is required, please attach additional pages that provide all of the information requested for each job. A resume should be used only to supplement information presented here. Label all additional pages with your Name and the job for which you are applying.		
Are you currently employed?	Yes: ___	No: ___
May we contact your present employer for a reference?	Yes: ___	No: ___
Company:	Address:	
Job Title:	Responsibilities:	
From:	To:	Reason for Leaving:
Name of Supervisor:		Phone #

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Company:		Address:	
Job Title:		Responsibilities:	
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?		Yes: ___	No: ___
Name of Supervisor:		Phone #	

Company:		Address:	
Job Title:		Responsibilities:	
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?		Yes: ___	No: ___
Name of Supervisor:		Phone #	

REFERENCES	
Name:	Relationship:
Company:	Phone:
Address:	
Name:	Relationship:
Company:	Phone:
Address:	
Name:	Relationship:
Company:	Phone:
Address:	
If you need additional space, please continue on a separate sheet of paper.	

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APPLICANT'S STATEMENT	
<p>I certify that answers given herein are true and complete to the best of my knowledge.</p> <p>I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.</p> <p>I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an <i>"at will"</i> nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this <i>"at will"</i> employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Commissioners of Oxford.</p> <p>In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of The Town of Oxford.</p>	
<i>Signature of Applicant</i>	<i>Date</i>

FOR DEPARTMENTAL USE ONLY			
Arrange Interview:	Yes: ___	No: ___	Date and Time:
Remarks			
Interviewer:			Date: