

**SHELBURNE POLICE DEPARTMENT**  
**Application for Employment**

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We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

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Position(s) Applied for: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Applicant: \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

Mailing Address: \_\_\_\_\_

Legal Address: \_\_\_\_\_

How Long Have You Lived At This Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Driver's License State and No.: \_\_\_\_\_ Can you prove you are 18 or older? Yes or No

Social Security Number: \_\_\_\_\_

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

If YES, give date: \_\_\_\_\_

Have you ever been employed with us before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If YES, give date: \_\_\_\_\_

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

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

Are you available to work: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time  
\_\_\_\_\_ Temporary \_\_\_\_\_ Shift Work

Are you currently on "lay off" status subject to recall? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you had a major illness or injury in last 5 years? \_\_\_\_\_ Yes \_\_\_\_\_ No

If YES, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever received compensation for illness or injury? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted of a felony?  Yes  No

(Conviction will not necessarily disqualify an applicant from employment). If YES, please explain:

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Have you ever been convicted of a misdemeanor?  Yes  No

If YES, please explain: \_\_\_\_\_

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Have you ever had any job-related training in the United States military?

Yes  No

If YES, please describe: \_\_\_\_\_

Do you have any physical handicaps, limitations, injuries, etc.?

Yes  No

**EDUCATION:**

**Elementary School**

School Name and Address/Location: \_\_\_\_\_

Years Completed:      5      6      7      8

**High School**

School Name and Address/Location: \_\_\_\_\_

Years Completed:      9      10      11      12

Diploma/Degree: \_\_\_\_\_ Course of Study: \_\_\_\_\_

**Undergraduate College/University**

School Name and Address/Location: \_\_\_\_\_

Years Completed:      1      2      3      4

Diploma/Degree: \_\_\_\_\_ Course of Study: \_\_\_\_\_

**Graduate/Professional**

**School Name and Address/Location:** \_\_\_\_\_

**Years Completed:**      1      2      3      4

**Diploma/Degree:** \_\_\_\_\_      **Course of Study:** \_\_\_\_\_

**Describe any specialized training, apprenticeship, skills and extra-curricular activities:** \_\_\_\_\_

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***If more room is required attach to application under heading EDUCATION.***

**Describe any honors you have received:** \_\_\_\_\_

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**State any additional information you feel may be helpful to us in considering your application:** \_\_\_\_\_

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**Indicate any foreign languages you can speak, read and/or write:**

**Speak:** \_\_\_\_\_      **Fluent / Good / Fair**      **(Circle one)**

**Read:** \_\_\_\_\_      **Fluent / Good / Fair**      **(Circle one)**

**Write:** \_\_\_\_\_      **Fluent / Good / Fair**      **(Circle one)**

**List professional, trade, business or civic activities and offices held:** \_\_\_\_\_

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**REFERENCES:**

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**SPECIAL SKILLS AND QUALIFICATIONS:**

Summarize special job-related skills and qualifications acquired from employment or other experiences: \_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT EXPERIENCE:**

List all prior employment starting with your present or last job. Include any job-related military service assignments and volunteer activities.

*If more room is required attach to application under heading **EMPLOYMENT EXPERIENCE.***

1. Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Period of Time Employed: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Hourly Rate/Salary: STARTING: \_\_\_\_\_ FINAL: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Work Performed: \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer? \_\_\_\_\_ YES \_\_\_\_\_ NO

If NO, please explain why: \_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT EXPERIENCE:**

2. Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Period of Time Employed: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Hourly Rate/Salary STARTING: \_\_\_\_\_ FINAL: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Work Performed: \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer? \_\_\_\_\_ YES \_\_\_\_\_ NO

If NO, please explain why: \_\_\_\_\_  
\_\_\_\_\_

3. Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Period of Time Employed: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Hourly Rate/Salary STARTING: \_\_\_\_\_ FINAL: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Work Performed: \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer: \_\_\_\_\_ YES \_\_\_\_\_ NO

If NO, please explain why: \_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT EXPERIENCE:**

4. Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Period of Time Employed: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Hourly Rate/Salary: STARTING: \_\_\_\_\_ FINAL: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Work Performed: \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer? \_\_\_\_\_ YES \_\_\_\_\_ NO

If NO, please explain why: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been discharged from employment for any reason?

\_\_\_\_\_ YES \_\_\_\_\_ NO

If YES, please explain in detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been afforded the opportunity to resign rather than be fired from any job?

\_\_\_\_\_ YES \_\_\_\_\_ NO

If YES, please explain in detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge.

**I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.**

**This application for employment shall be considered active for a period of time not to exceed 120 days. Any applicant wishing to be considered for employment beyond this period should inquire as to whether or not applications are being accepted at that time.**

**I, in making this application for employment, also understand that an investigative consumer report may be made through a bona fide credit bureau.**

**In making this application for employment, I also understand that information will be obtained through personal interviews with neighbors, friends or others with whom I am acquainted. This inquiry includes information as to my character, general reputation and mode of living.**

**In event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.**

**Signature of Applicant: \_\_\_\_\_**

**Date: \_\_\_\_\_**