

Town of North Kingstown Employment Application

Personnel Department 100 Fairway Drive North Kingstown, RI 02852

Employment@northkingstown.org 401-294-3331 x 201

An Equal Opportunity Employer: Town of North Kingstown believes that all persons are entitled to equal employment opportunity. The town will not discriminate or tolerate discrimination against any employee or applicant because of race, color, creed, religion, genetic information, sex, sexual orientation, national origin, age, status with regard to public assistance, marital or veteran status, disability or any other characteristic protected by local, state or federal law. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, training, promotion, transfer, discipline, layoff, recall and termination.
Disabled applicants may request any reasonable accommodation needed to enable them to complete the application process.

SECTION 1: APPLICANT INFORMATION

First Name:		Middle Initial:	
Last Name:		Phone:	
Other Phone:		E-Mail	
Current Address			
Street Address:			Apartment/ Unit #
City	State		Zip
Mailing Address- if different from current address			
Street Address:			Apartment/ Unit #
City	State		Zip
Will you now or in the future require sponsorship for employment visa status (e.g. H-1B visa status)? YES _____ NO _____ <i>(Proof of your identity and work authorization will be required upon employment)</i>			
Are you 18 years or older?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, can you furnish a work permit
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
How did you learn about the Town of North Kingstown?	Newspaper <input type="checkbox"/>	Social Media <input type="checkbox"/>	Website <input type="checkbox"/> Other <input type="checkbox"/>
Do you have any family members working for the Town of North Kingstown?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, who?
Have you previously applied to the Town of North Kingstown?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, when?
For which position did you previously apply?			
Have you ever been previously employed by the Town of North Kingstown?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, list dates of employment and reasons for leaving.			

SECTION 2: POSITION APPLYING FOR

Position applying for:			
How soon can you start if a job offer is made?			
Type of employment desired?	Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>	Temporary <input type="checkbox"/> Seasonal/ Summer <input type="checkbox"/>
Have you reviewed the essential functions of the job as listed on the job posting?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
In addition to your work history, what other experiences, skills or qualifications would qualify you for this work?			

Name: _____

SECTION 3: EDUCATIONAL BACKGROUND

High School				City/ State	
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Did you graduate	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Major/ Minor	
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Degrees/ Credits Earned				
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College				City/ State	
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From		To		Did you graduate	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Major/ Minor	
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Degrees/ Credits Earned								
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College				City/ State	
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From		To		Did you graduate	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Major/ Minor	
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Degrees/ Credits Earned								
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College				City/ State	
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From		To		Did you graduate	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Major/ Minor	
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Degrees/ Credits Earned								
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College				City/ State	
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From		To		Did you graduate	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Major/ Minor	
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Degrees/ Credits Earned								
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List any additional education or training.

SECTION 4: SKILLS AND QUALIFICATION

Summarize any training, skills, licenses and/or certifications that may qualify you as being able to perform job-related functions in the position for which you are applying.

SECTION 5: MILITARY SERVICE

Branch of Service:

Skills acquired during active military service:

SECTION 6: REFERENCES

Please list three references; at least one professional reference required

Full Name			
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Occupation		Phone Number	
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Address		Years acquainted	
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Full Name			
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Occupation		Phone Number	
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Address		Years acquainted	
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Name: _____

Full Name			
Occupation		Phone Number	
Address		Years acquainted	

SECTION 7: EMPLOYMENT HISTORY

Complete all information in full. All applicants must complete this page even if they are also submitting a resume. Begin with your most recent employment, including any present employment. Your present employer will not be contacted without your permission. You may include any verifiable work performed on a volunteer basis. Any gaps in employment must be briefly explained.

Are you employed now? Yes No

Employer Name:		Phone:	
Address:	City:	State:	Zip Code:
Job Title:	Name of Supervisor/ Title:		
Specific Duties:			

Dates Employed From: _____ To: _____

Reason for leaving: _____

Can we contact your employer? Yes No

Employer Name:		Phone:	
Address:	City:	State:	Zip Code:
Job Title:	Name of Supervisor/ Title:		
Specific Duties:			

Dates Employed From: _____ To: _____

Reason for leaving: _____

Can we contact your employer? Yes No

Employer Name:		Phone:	
Address:	City:	State:	Zip Code:
Job Title:	Name of Supervisor/ Title:		
Specific Duties:			

Dates Employed From: _____ To: _____

Reason for leaving: _____

Can we contact your employer? Yes No

Name: _____

Employer Name:				Phone:	
Address:		City:		State:	Zip Code:
Job Title:		Name of Supervisor/ Title:			
Specific Duties:					
Dates Employed From:				To:	
Reason for leaving:					
Can we contact your employer?		Yes <input type="checkbox"/>	No <input type="checkbox"/>		

Disclaimer and Signature

1. I certify that all information contained in this application and any supporting documentation, including a resume, is true and correct to the best of my knowledge and belief. 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 employer.
2. I authorize the Town of North Kingstown to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my potential or actual employment by the Town of North Kingstown.
3. I understand that if offered a position with the Town of North Kingstown, I will be required to submit to a pre-employment background check and may be required to submit to a pre-employment medical examination and/or drug screening as a condition of employment. I understand that unsatisfactory result from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and /or checks will result in withdrawal of any employment offer or termination of employment if already employed
4. Regardless of whether or not I become employed by the Town of North Kingstown, I recognize that this application is not and should not be considered a contract of employment. I understand that employment at the Town of North Kingstown is on an "at-will" basis and that my employment may be terminated with or without cause, and with or without notice, at any time, at my option or the Town of North Kingstown's. I further understand that no Town of North Kingstown employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than an officer or official of the Town of North Kingstown, and then only by means of a signed, written document.

By signing below, I acknowledge that I have read, understood and agree to the above statement.

Signed by Applicant		Date	
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The Federal Employee Polygraph Protection Act makes it unlawful for most private employers to use lie detector tests for pre-employment screening or during the course of employment.

Thank you for your interest in working for the Town of North Kingstown