

# TOWN OF HUDSON

## Employment Application



<b>APPLICANT INFORMATION</b>					
Last Name		First		M.I.	Today's Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available		Social Security No.		Desired Salary	
Position Applied for					
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
If the job requires, do you have the appropriate valid driver's license?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	DL#/Type/State	
Have you had any moving violations?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Please describe	
Have you been given a job description or had the requirements of the job explained to you?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Do you understand these requirements?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Can you perform the requirements of this job with or without reasonable accommodation?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
<b>EDUCATION</b>					
High School			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
<b>REFERENCES</b>					
Full Name			Relationship		
Company			Phone ( )		
Address					
Full Name			Relationship		
Company			Phone ( )		
Address					
Full Name			Relationship		
Company			Phone ( )		
Address					

<b>PREVIOUS EMPLOYMENT</b>			
Company		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>COMMENTS</b>			

**APPLICANT NOTE**

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. All qualified applicants will receive consideration without discrimination because of sex, marital status, race, age, creed, national origin or the presence of disabilities. A felony conviction will not necessarily bar an applicant from employment. Affirmative action hiring may be requested by qualified applicants. Additional testing of job-related skills and for the presence of drugs in your body may be required prior to employment. After an offer of employment, and prior to reporting to work, you are required to submit to a medical review. Depending on Town policy and the needs of the job, you will be required to complete a medical history form and may be required to be examined by a medical professional designated by the Town.

<b>DISCLAIMER AND SIGNATURE</b>	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date

TOWN OF HUDSON

**BACKGROUND INVESTIGATION CONSENT FORM**

Use of this form is limited to the background investigation of a candidate for employment with the Town of Hudson. Permission is requested of the candidate to investigate a particular background of the candidate or employee as it directly relates to the duties of the position being sought. Not all levels of background investigation will apply to every employee position within the Town departments.

**I. CONSENT**

As an applicant for employment with the Town of Hudson, Colorado, I hereby grant permission to the Town of Hudson to investigate my background, employment history, credit standings, police record, and driving record as related to the position for which I am applying.

**II AUTHORIZATION FOR RELEASE OF INFORMATION**

I authorize my previous employers, those listed as personal references, educational institutions and any other persons having knowledge of my potential suitability for employment, to release any job related information requested by the Town of Hudson. I do hereby release and discharge my previous employers, those listed as personal references, educational institutions and any other persons having knowledge of my potential suitability for employment from any liability, claim or demand of any nature whatsoever arising out of the dissemination of the information requested by the Town of Hudson.

In connection with this review of my suitability for employment in the position applied for, I am supplying the following information.

Yes  No Do you have any pending felony charges? If so, please describe below.

Incident	City/State	Charge
1.		
2.		

Yes  No Have you been convicted of a felony and / or served time? If so, please describe below.  
(In accordance with Town policy this information will be reviewed for job relatedness and time since last conviction.)

Incident	City/State	Charge
1.		
2.		

\_\_\_\_\_  
Print Full Name (Including Middle)

\_\_\_\_\_  
Date of Birth

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Today's Date

**Note:** The information contained on this form is for the specific employment background purposes stated above and may not otherwise be released without the employee's consent.