



The Berkeley Springs Police Department is an equal opportunity employer and considers all applications for employment without regard to race, color, religion, creed, gender, national origin, disability, marital or veteran status, sexual orientation or any other legally protected status.

How did you hear about us?  advertisement?  employment agency?  friend or relative?

web inquiry? Other? \_\_\_\_\_

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

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

Last Name First Name Middle Name

\_\_\_\_\_

Physical Address:

\_\_\_\_\_

Mailing Address (if different)

\_\_\_\_\_

Home number \_\_\_\_\_ Cell number \_\_\_\_\_

Email address: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Have you applied with us before? If yes, give date. \_\_\_\_\_

Have you been employed with us before? If yes, give dates and position. \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Do any of your friends or relatives work for the Town? \_\_\_\_\_ If so, what department? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If yes, may we contact your employer? \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country for any reason? \_\_\_\_\_

Proof of citizenship will be required upon employment. On what date will you be available for work?

\_\_\_\_\_

Subject to any lay-off recall? \_\_\_\_\_ Desired salary range? \_\_\_\_\_

Can you travel if the position requires it? \_\_\_\_\_

Have you ever been convicted of a felony, or misdemeanor? \_\_\_\_\_

Beginning with your current or most recent employment, please complete the following. Be sure to list any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status if you wish.

### Employment:

Employer: \_\_\_\_\_ Dates employed: \_\_\_\_\_ to \_\_\_\_\_

Work performed \_\_\_\_\_

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

Phone: \_\_\_\_\_ Rate of pay, starting: \_\_\_\_\_ final \_\_\_\_\_

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

Reason for leaving \_\_\_\_\_

Employer: \_\_\_\_\_ Dates employed: \_\_\_\_\_ to \_\_\_\_\_

Work performed \_\_\_\_\_

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

Phone: \_\_\_\_\_ Rate of pay, starting : \_\_\_\_\_ final \_\_\_\_\_

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

Reason for leaving \_\_\_\_\_

Employer: \_\_\_\_\_ Dates employed: \_\_\_\_\_ to \_\_\_\_\_

Work performed \_\_\_\_\_

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

Phone: \_\_\_\_\_ Rate of pay, starting : \_\_\_\_\_ final \_\_\_\_\_

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

Reason for leaving \_\_\_\_\_

Please list additional experience on separate page, such as Military Experience (I.E. Branch of Service, dates served, Rank at discharge, training)

Institution	Name/Address of School	Years Attended	Field of Study	Degree/Award
High School				
College				
Other				

*In applying here for employment, it is understood that the Town of Bath reserves the privilege of contacting past employees regarding references.*

May we also contact your present employer at this time? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are there any additional comments you would like to make regarding your experience or special skills?

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**References:**

Name	Address	Phone	Relationship

Why are you interested in employment with the Town of Bath?

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## Applicant 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 for a period of time not to exceed 2 years. Any applicant wishing to be reconsidered for employment after this time should file a new application.
- I hereby understand that, unless otherwise defined by applicable law, any employment relationship with this organization is of an at will 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 at will employment relationship may not be changed by any written document or by conduct unless change is specifically acknowledged in writing by an authorized executive of this organization.
- 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.
  - If you are considered for employment with the Berkeley Springs Police Department, you may be required for drug testing.

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*Signature:*

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*Date:*