

TOWN OF NORFOLK

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

PERSONAL INFORMATION

Date _____ Social Security Number _____

Name _____

Address _____

Phone No. _____ Date of Birth _____

Referred By _____

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Salary Desired _____

Are you Employed Now ___ Yes ___ No Current Employer _____

Have you applied with the Town of Norfolk before ___ Yes ___ No When _____

EDUCATION

<u>Name and Location of School</u>	<u>Did you Graduate</u>	<u>Degree(s) Received</u>
Elementary School _____	___ Yes ___ No	_____
High School _____	___ Yes ___ No	_____
College _____	___ Yes ___ No	_____
Other _____	___ Yes ___ No	_____

GENERAL

Job Related Skills _____

REFERENCES

<u>Name</u>	<u>Address</u>	<u>Phone</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

FORMER EMPLOYERS

1. Name and address _____

Date of Employment _____ Position _____ Salary _____

Reason for leaving _____

2. Name and address _____

Date of Employment _____ Position _____ Salary _____

Reason for leaving _____

3. Name and address _____

Date of Employment _____ Position _____ Salary _____

Reason for leaving _____

If you are to be hired by the Town of Norfolk, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Town of Norfolk.

I understand that any employment is conditioned on a background check. I authorize the Town of Norfolk to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Town of Norfolk, without giving me prior notice of such disclosure. In addition, I release the Town of Norfolk, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Town of Norfolk. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Town of Norfolk unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work if so required by Local and State Agencies. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Town of Norfolk and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Town of Norfolk the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the Town of Norfolk's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the Town of Norfolk to hire. I agree to abide by all Town of Norfolk work rules, policies and procedures. The Town of Norfolk retains the right to revise its policies or procedures, in whole or in part, at any time.

Date _____ Signature _____