Town of Highland Employment Application

APPLICANT INFORMATION							
Last Name		First		M.I.	Date		
Street Address				Apartment/Unit #			
City		State		Zip Code			
Phone		E-mail Address					
Date Available		Full or Part-Time		Desired Salary			
Position Applied for							
Are you at least 18 years of age?	YES ☐	NO ☐	Do you have a valid drivers' license?	YES ☐	NO ☐		
Are you a citizen of the United States?	YES ☐	NO ☐	If no, are you authorized to work in the U.S.?	YES ☐	NO ☐		
Have you ever worked for this company?	YES ☐	NO ☐	If so, when?				
Have you ever been convicted of a felony?	YES ☐	NO ☐	If yes, explain				

EDUCATION								
High School					Address			
Years Attended				Did you graduate?	YES ☐	NO ☐	Degree	
College					Address			
Years Attended				Did you graduate?	YES ☐	NO ☐	Degree	
Other					Address			
Years Attended				Did you graduate?	YES ☐	NO ☐	Degree	

REFERENCES			
Please list three professional references.			
Full Name		Relationship	
Company		Phone	( )
Address			
Full Name		Relationship	
Company		Phone	( )
Address			
Full Name		Relationship	

Company		Phone	( )
Address			

PREVIOUS EMPLOYMENT

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 ☐	NO ☐			
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 ☐	NO ☐			
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 ☐	NO ☐			

MILITARY SERVICE

Branch		From	To
Rank at Discharge		Type of Discharge	
If other than honorable, explain			

DISCLAIMER AND SIGNATURE

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	

Approved for use by the Office of the Clerk-Treasurer, pursuant to IC 36-5-6-6(3)