

Town of Henlopen Acres

104 Tidewaters

Henlopen Acres, Delaware 19971

302-227-6411

302-227-3978 fax

EMPLOYMENT APPLICATION

The Town of Henlopen Acres makes all hiring decisions without regard to an applicant's gender, race, ethnicity, national origin, religion, age, marital status, disability, sexual orientation, gender identity, genetic information, color, creed or any other category protected by local, state or federal law.

Position applied for: _____

PERSONAL INFORMATION

Last name:		First name:		Middle (full) name:	
Permanent address: Number & Street			City	State	Zip
Summer address (if different): Number & Street			City	State	Zip
Phone:					
Home: (____) _____		Cell: (____) _____			
Email address (optional):			Dates you are available to work:		
			From: _____ To: _____ (insert "indefinite" unless you are applying for a seasonal position.)		
Are you currently employed?		May we contact your current employer?		Are you related by blood, civil union or marriage to any persons presently employed by the City?	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO (____) _____ Work phone:		<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, list name(s) and relationship(s):	
Where did you hear about this job opening?			Are you at least 18 years of age?		
<input type="checkbox"/> Relative <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Website <input type="checkbox"/> City Employee <input type="checkbox"/> Walk In <input type="checkbox"/> Other <input type="checkbox"/> Newspaper Ad in _____			<input type="checkbox"/> YES <input type="checkbox"/> NO If not, provide date of birth: ____ / ____ / ____		
In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire Are you currently authorized to work in the U.S. on a full-time basis?? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Having read the job announcement, or been informed about the requirements of the job for which you are applying, are you capable of performing in the essential functions of the job, with or without reasonable accommodations? <input type="checkbox"/> YES <input type="checkbox"/> NO					
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY					
NAME:		ADDRESS:		PHONE	

EDUCATION AND TRAINING

	School Name & Address	Graduate?	Type of degree or Diploma	Major Subject(s)
High School		<input type="checkbox"/> YES <input type="checkbox"/> NO		
College		<input type="checkbox"/> YES <input type="checkbox"/> NO		
Other schools/training		<input type="checkbox"/> YES <input type="checkbox"/> NO		

EMPLOYMENT HISTORY

Starting with your most recent employer or volunteer experience, list all jobs and activities including military service and self-employment. Attach additional sheets if necessary.

PRESENT OR LAST EMPLOYER & ADDRESS	Dates employed		Supervisor's Name & Title & Telephone	Reason for Leaving
	From	To		
			Job Title and Duties	

PREVIOUS EMPLOYER & ADDRESS	Dates employed		Supervisor's Name & Title & Telephone	Reason for Leaving
	From	To		
			Job Title and Duties	

PREVIOUS EMPLOYER & ADDRESS	Dates employed		Supervisor's Name & Title & Telephone	Reason for Leaving
	From	To		
			Job Title and Duties	

PREVIOUS EMPLOYER & ADDRESS	Dates employed		Supervisor's Name & Title & Telephone	Reason for Leaving
	From	To		
			Job Title and Duties	

SPECIAL SKILLS, QUALIFICATIONS, AND ADDITIONAL INFORMATION RELEVANT TO THIS POSITION

REFERENCES

List the name and telephone number of three references who are neither related to you nor a supervisor listed under employment history.

Name	Address	Relationship	Phone #

CERTIFICATION: By signing below, I certify that all answers given herein are true and correct to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview may result in immediate discharge. I understand and agree that if hired, my employment is for no definite period and I may be terminated at any time without prior notice. Unless specifically agreed to in writing by the Town Manager, all employment is "at-will." I agree to comply with the rules, regulations and employment practices of the Town of Henlopen Acres. I understand that any offer of employment may be contingent upon the results of a reference and background check, physical, drug/alcohol, or other preemployment testing.

Applicant's Signature

Date