



**Application for Employment**

Position(s) Applied For: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
Referral Source:  Advertisement  Employee  Government Employment Agency  Private Employment Agency  Relative  Walk-In  
Name of source (If Applicable): \_\_\_\_\_  
Employment Desired:  Full-Time  Part-Time  Sub  Educational Co-Op  
Work Shift Available:  Day  Evening  Overnight  Rotating  Weekends  Anytime  
Will you travel if job requires it?  Yes  No Will you work overtime if required?  Yes  No  
If hired for a specific position are you able to meet the attendance requirements for that position?  Yes  No  
Date available to start work: \_\_\_\_/\_\_\_\_/\_\_\_\_ Wage Desired: \$ \_\_\_\_\_  
Have you filed an application with UVS before?  Yes  No If yes, date(s): \_\_\_\_\_  
Are you related to anyone currently employed at UVS?  Yes  No  
If yes, name(s): \_\_\_\_\_

**PERSONAL INFORMATION:**

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street) (City) (State/Zip)

Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

May we contact you at work?  Yes  No If yes, what is the best time to call? \_\_\_\_\_

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

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Are you 18 years or older?  Yes  No

Are you legally eligible for employment in the U.S.?  Yes  No (Proof of Citizenship/Immigration status required upon employment)

Have you ever worked under another name?  Yes  No If yes, name: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Emergency contact(s): \_\_\_\_\_  
(Name & Phone Number)

**Bradford**  
267 Waits River Rd  
Bradford, VT 05033  
802-222-9235

**Moretown**  
66 Dickerson Rd  
Moretown, VT 05660  
802-496-7830

**Randolph**  
P O Box 405  
Randolph, VT 05060  
802-728-4476

**Essex**  
P O Box 5493  
Essex Jct., VT 05453  
802-662-5978

Have you ever been convicted of a crime other than a minor traffic violation(s)?  Yes  No

If yes, please explain:

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**EDUCATION:**

List the last 3 school attended, starting with the most recent. If applicable, list Major and Minor fields of study.

<i>School (Name/Address)</i>	<i># Yrs. Completed</i>	<i>Degree/Diploma</i>	<i>Major</i>	<i>Minor</i>

**PERSONAL/PROFESSIONAL BACKGROUND (if job-related):**

List professional, trade, business or civic associations, or volunteer assignments and any offices held excluding memberships which would reveal sex, race, religion, national origin, age, color, disability, or other protected status.

<i>Organization</i>	<i>Office(s)/Position(s) Held</i>

List special accomplishments, publications, awards excluding information which would reveal sex, race, religion, national origin, age, color, disability, or other protected status:

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**SKILLS AND QUALIFICATIONS:**

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Summarize special skills, qualifications and training acquired from education, employment and/or other experiences that may qualify you to work with our agency, including but not limited to, sign language, facilitated communications, etc. Attach additional sheet if necessary:

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List any additional information you would like us to consider:

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Given the Job Description for the position for which you are applying, are there any essential job functions you could not perform with reasonable accommodation(s) if necessary?  Yes  No

If yes, please list:

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**EMPLOYMENT HISTORY:**

List your last three employers or assignments, starting with the most recent including military experience.

Employer/Address/Phone	
Job Title/Rate per	
Dates Employed	
Immediate Supervisor/Title	
Summary of Work/Duties	
Reason for Leaving	
May we contact for Reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later Comments:
Employer/Address/Phone	
Job Title/Rate per	
Dates Employed	
Immediate Supervisor/Title	
Summary of Work/Duties	
Reason for Leaving	
May we contact for Reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later Comments:
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relevant to my application

I acknowledge and agree that references, prior employers and other individuals or businesses providing Upper Valley Services with information about me are doing so at my request and for my benefit.

I hereby hold harmless Upper Valley Services, and the individuals or businesses providing information related to my application for employment/contract or volunteer position. I hereby release these entities and persons from any and all liability for damages of any nature as a result of obtaining or furnishing such reference and background information.

I acknowledge and understand that Upper Valley Services follows an “employment-at-will” policy and practice. As a result, if I am hired, Upper Valley services- as the employer- or I as the employee may terminate my employment at any time and for any reason that is consistent with Upper Valley Services policies and applicable state and federal laws, or my employment may be terminated for no reason.

I hereby certify that all statements made by me on this application, my resume, and documents related to my application for employment/contract or volunteer position are accurate and true to the best of my knowledge. I understand and agree that any falsification or omission in this application and background information, Upper Valley Services may terminate my employment, contract, or volunteer work. If I become employed, enter into a contract, or am placed in a volunteer position with Upper Valley Services, then I agree to abide by all the professional licensure rules and applicable laws.

I acknowledge and agree that, if I choose to submit this Application for Employment to Upper Valley Services via fax or electronically, then – by doing so – my pre-employment authorizations, certifications, releases, and agreements outlined above are valid, effective, and binding with a copy of my signature or without any signature and are granted by virtue of my submission of this application by fax or electronic means, respectively.

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Signature of Applicant

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Date

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