



**APPLICATION FOR EMPLOYMENT**

**MERTENS HOUSE**  
**73 River Street**  
**Woodstock, VT 05091**  
**802 457-4411**  
**Fax: 802 457 5722**

Mertens House is an equal opportunity employer and does not discriminate against applicants or employees on basis of sex, race, color, religion, national origin, ancestry or age. In addition, Mertens House does not discriminate against qualified individuals with disabilities.

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Position applied for \_\_\_\_\_

Date available to start work \_\_\_\_\_ Are you over 18 years of age? \_\_\_\_\_

Have you applied to work with us before? \_\_\_\_\_ If yes, when. \_\_\_\_\_

Are you willing to work an irregular schedule, weekends, overtime, and on different shifts when necessary? \_\_\_\_\_ If no, please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How did you hear about us? \_\_\_\_\_

**EDUCATION**

Name and address	Number of years completed	Graduate / Major
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High School:	_____	
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College:	_____	
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Other:	_____	
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\_\_\_\_\_

EMPLOYMENT HISTORY  
(Most recent employment first)

Dates	Employer / name / address	Position Held	Salary
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Reason for leaving

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Dates	Employer / name / address	Position Held	Salary
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Reason for leaving

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Dates	Employer / name / address	Position Held	Salary
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Reason for leaving

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Dates	Employer / name / address	Position Held	Salary
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Reason for leaving

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Personal References

1. \_\_\_\_\_

Name	Address	Telephone	email
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2. \_\_\_\_\_

Name	Address	Telephone	email
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3. \_\_\_\_\_

Name	Address	Telephone	email
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U.S. Military Service

Branch \_\_\_\_\_ Date of Service \_\_\_\_\_ Rank \_\_\_\_\_

Duties \_\_\_\_\_

Other experience or qualifications: \_\_\_\_\_

Have you been convicted of a felony within the last ten years? \_\_\_\_\_ If yes, please explain,

Are you prevented from lawfully becoming employed in this country because of Visa or  
Immigration status \_\_\_\_\_

In case of emergency notify: \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Certification and Authorization – Please read thoughtfully

I certify that all facts containing in the application are true and complete and acknowledge that Mertens House is relying on the accuracy of the information provided. I authorize Mertens House to verify the accuracy of the information provided herein, and I authorize former employers, educational institutions and credit agencies to release information concerning me to Mertens House. I also authorize Mertens House to give references and provide information about me in response to inquiries subsequent to my employment if hired. I understand that falsification, misrepresentation or omission of requested facts may result in denial of employment or if employed may result in immediate dismissal. I understand and agree that, if hired my employment will be for no definite period and may, regardless of the date of payment of wages, be terminated at any time without previous notice and with or without reason, at the will of myself or Mertens House. I also understand and agree that no one has authority to promise me job security or continued employment, except the Administrator at Mertens House in a formal written agreement signed by both of us.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

FOR PERSONNEL DEPARTMENT USE ONLY

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Interview Date: \_\_\_\_\_ Employment Date: \_\_\_\_\_

Job Title \_\_\_\_\_ Hour Rate / Salary \_\_\_\_\_

Interviewed By \_\_\_\_\_

Date \_\_\_\_\_