

APPLICANT INFORMATION	FOR OFFICIAL USE ONLY Certification Information	
Name: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> (LAST) (FIRST) (MIDDLE) </div>	Position Title: Reviewed By: Accepted/Rejected: Date: Reason: In-House Posting? Yes/No	
Mailing Address: _____ _____ <div style="display: flex; justify-content: space-around; font-size: small;"> (CITY) (STATE) (ZIP) </div>		Home Phone: (____) _____ Work Phone: (____) _____
E-Mail Address: _____ *Strict Confidentiality of Social Security Number will be maintained.		

PEASE DEVELOPMENT AUTHORITY
*The Pease Development Authority is an equal opportunity employer.
 Discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious
 creed, national origin, sexual orientation or any other non-merit factor is strictly prohibited.*

APPLICATION FOR EMPLOYMENT

Please print neatly or type application.
 Be sure you have filled in the identifying information at the top of this application.
 Do not write in the space marked "For Official Use Only".

Position for which you are applying: _____

This position is (check one): Regular full-time _____ Regular part-time _____ Limited part-time _____

If the position requires a license or special certification, please complete the following:

*Type of License or Certificate: _____ License/Certificate # _____ Expiration Date: _____

*If job applicant is applying for a position which requires a Commercial Driver=s License (CDL), please complete the **CDL Section** on page 5 of this form.

DO YOU HAVE THE LEGAL RIGHT TO ACCEPT EMPLOYMENT IN THE UNITED STATES? Yes _____ No _____

Have you been employed by the State of New Hampshire before? Yes _____ No _____ If yes, when _____

For what State agency were you employed? _____ In what position? _____

What was your reason for leaving? _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME THAT HAS NOT BEEN ANNULLED BY A COURT? Yes _____ No _____

If you have ever been convicted of a crime (felony or misdemeanor) that has not been officially annulled by a court, you must complete the section below, giving the date, location and nature of the felony or misdemeanor conviction. If you leave this space blank, you are certifying that you have no current record of conviction.

Please Note: Conviction is not an automatic bar to employment. Each case is considered on its individual merits. *WILLFUL OMISSION OR MISREPRESENTATION OF REQUIRED INFORMATION WILL BE A BASIS FOR REJECTION OF YOUR APPLICATION.*

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EDUCATION

Please circle highest school grade completed: 8 9 10 11 12 or GED 13 14 15 16 17 18 19 20

Are there any specialized courses you have taken which should be considered with this application?

Please explain: _____

College, Business, Trade School, Other Education

Name of School

Major

Degree/Certificate Earned

Graduation Date

EXPERIENCE - WORK HISTORY

In the sections below, please describe your experience/work history (including pertinent volunteer experience), with emphasis on experience pertinent to the position for which you are applying. Resumes submitted in lieu of a completed application will not be accepted. Be sure to list your MOST RECENT EXPERIENCE FIRST. You are encouraged to bring an up-to-date resume to any interview for this position.

Present Employer: _____ Address: _____ Phone: _____

Your Job Title: _____ Supervisor (Name/Title): _____

Dates of Employment: Mo. ____ Year ____ to Mo. ____ Year ____ Hours worked per week: ____ May we contact? _____

Please describe your position responsibilities/duties: _____

If you were a supervisor, how many employees did you supervise? _____ Did you assign their work? _____
Reject unsatisfactory work? _____ Did you have the authority to hire/fire? _____ Reason you left this position? _____

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Employer: _____ Address: _____ Phone: _____

Your Job Title: _____ Supervisor (Name/Title): _____

Dates of Employment: Mo. ____ Year ____ to Mo. ____ Year ____ Hours worked per week: ____

Please describe your position responsibilities/duties: _____

If you were a supervisor, how many employees did you supervise? _____ Did you assign their work? _____
Reject unsatisfactory work? _____ Did you have the authority to hire/fire? _____ Reason you left this position? _____

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Employer: _____ Address: _____ Phone: _____

Your Job Title: _____ Supervisor (Name/Title): _____

Dates of Employment: Mo. ____ Year ____ to Mo. ____ Year ____ Hours worked per week: _____

Please describe your position responsibilities/duties: _____

If you were a supervisor, how many employees did you supervise? _____ Did you assign their work? _____

Reject unsatisfactory work? _____ Did you have the authority to hire/fire? _____ Reason you left this position? _____

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Employer: _____ Address: _____ Phone: _____

Your Job Title: _____ Supervisor (Name/Title): _____

Dates of Employment: Mo. ____ Year ____ to Mo. ____ Year ____ Hours worked per week: _____

Please describe your position responsibilities/duties: _____

If you were a supervisor, how many employees did you supervise? _____ Did you assign their work? _____

Reject unsatisfactory work? _____ Did you have the authority to hire/fire? _____ Reason you left this position? _____

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____ I have attached a copy of my current resume.

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REFERENCES

Please provide the names, addresses and telephone number of three (3) references other than prior employers:

- 1.) _____
- 2.) _____
- 3.) _____

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**This Affirmation, Employment Application Authorization
and Release MUST BE COMPLETED**

By signing this Application, I certify that the facts contained in this Application are true, complete and accurate to the best of my knowledge and belief. I acknowledge and understand that the Pease Development Authority (PDA) will be relying on the information contained in this Application and on my declaration that the information contained in the Application is true, complete and accurate.

At some point in the selection process, the information contained in this Application will be subject to verification. I understand and agree that, if employed, any false statements, material half-truths, material misstatements, misrepresentations or omissions on this Application, which are made without full disclosure of all relevant facts, shall be grounds for my immediate dismissal from employment with PDA. I also understand that any offer of employment that is extended to me by PDA is conditional upon verification of the information contained in this Application. If any of that information cannot be verified or appears to be false, inaccurate or incomplete, that factor may act as an automatic withdrawal of any such offer of employment.

In making this application for application for employment, I authorize PDA and its agents or representatives to fully investigate all statements contained in this Application. I recognize that this investigation, if made, may include information as to my credentials, abilities, character, general reputation and personal characteristics.

I also authorize all references listed on this Application and all previous employers to give PDA and its agents or representatives any pertinent information they may have relative to my prior employment. I hereby release all parties from any and all liability for damages I may claim to suffer as a result of the furnishing of such information to PDA or PDA=s representatives.

I certify that I have the legal right to accept employment in this state, and that I will produce, at or before the date of hire, proof of that right to accept employment.

I acknowledge that if an offer of employment is extended to me that I will be an employee At-will and that my employment and compensation will not be for a fixed or specified term.

Finally, I acknowledge that I have read and understand the terms and conditions of this Employment Application Authorization and Release and that I have signed it voluntarily as my free act and deed.

SIGNATURE: _____
(Each application must bear a **current date** and **original signature**.)

DATE: _____

Unless otherwise specified, applications should be returned to:

**Pease Development Authority
55 International Drive
Pease International Tradeport
Portsmouth, NH 03801
(603) 433-6088**