

# COUNTY OF MERRIMACK EMPLOYMENT APPLICATION

Human Resources Department  
McDonnell Building  
4 Court Street, Suite 2  
Concord, NH 03301  
(603) 228-0331

Merrimack County Nursing Home  
325 Daniel Webster Highway  
Boscawen, NH 03303  
(603) 796-2165

Department of Corrections  
314 Daniel Webster Highway  
Boscawen, NH 03303  
(603) 796-3600

POSITION(S) APPLIED FOR \_\_\_\_\_ DATE OF APPLICATION \_\_\_\_/\_\_\_\_/\_\_\_\_

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

TELEPHONE \_\_\_\_\_ SHIFT APPLYING FOR (if applicable) \_\_\_\_\_  
AREA CODE

Are you at least 18 years of age? .....  YES  NO

Have you previously worked for Merrimack County? .....  YES  NO

Are you legally eligible for employment in this country? .....  YES  NO  
(Proof of U.S. citizenship or immigration status will be required upon employment.)

Date available for work?..... \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of employment desired:  Full-Time  Part-Time  Temporary  Other \_\_\_\_\_

Have you been convicted of a crime that has not been annulled by the court? .....  YES  NO  
(Such conviction may be relevant, but does not automatically bar you from employment. Each case is considered on it's individual merits.)

If yes, give date, location, and nature of crime. \_\_\_\_\_  
\_\_\_\_\_

Indicate whether conviction was a misdemeanor or a felony. \_\_\_\_\_

Have you ever been "convicted" of abusing, neglecting, or mistreating individuals? \_\_\_\_\_ If yes, please explain.  
\*For nursing home applicants only\*

How did you hear about Merrimack County? \_\_\_\_\_

**EMPLOYMENT HISTORY** List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience.

From	To	Employer	Telephone ( )
Job Title		Address	
Immediate Supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly rate/salary Start \$ _____ per ____ Final \$ _____ per _____	

From	To	Employer	Telephone ( )
Job Title		Address	
Immediate Supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly rate/salary Start \$ _____ per ____ Final \$ _____ per _____	

**AN EQUAL OPPORTUNITY EMPLOYER**

**EMPLOYMENT HISTORY (Cont.)**

From	To	Employer	Telephone ( )
Job Title		Address	
Immediate Supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly rate/salary Start \$ _____ per ____ Final \$ _____ per _____	

From	To	Employer	Telephone ( )
Job Title		Address	
Immediate Supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly rate/salary Start \$ _____ per ____ Final \$ _____ per _____	

**SKILLS AND QUALIFICATIONS**

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work with our Company.

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**EDUCATIONAL BACKGROUND**

NAME AND LOCATION	YEARS COMPLETED	DID YOU GRADUATE?		COURSE OF STUDY
		Major	Degree	
High School				
College				
Other				

**REFERENCES**

NAME	TELEPHONE	YEARS KNOWN
	Area Code ( )	
	Area Code ( )	
	Area Code ( )	

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment in accordance with the County of Merrimack Policies and Procedures.

I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments: \_\_\_\_\_

**INVITATION TO IDENTIFY SURVEY**

Applicant name: \_\_\_\_\_

Position: \_\_\_\_\_

LOCATION OF MERRIMACK COUNTY SHERIFF'S OFFICE:

163 North Main Street, Concord, NH \_\_\_\_\_ (✓ check)

325 Daniel Webster Highway, Boscawen, NH \_\_\_\_\_ (✓ check)

Government agencies require periodic reports on the sex, national origin, and race of employees and applicants for employment. This data is for analysis purposes only. Submission of information is voluntary.

During the employment process, applicants are treated without regard to age, sex, pregnancy, race, color, religion, national origin, marital status, physical and mental disabilities, and sexual orientation.

Solely to help us comply with government record keeping, reporting, and other legal requirements, please fill out the Equal Employment Opportunity survey. We appreciate your cooperation. This data is for periodic government reporting and will be kept in a **confidential file** separate from employment records.

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**SEX**

Check one: \_\_\_\_\_ Male \_\_\_\_\_ Female

**RACE / NATIONAL ORIGIN Group (check one):**

American Indian/Alaskan Native: \_\_\_\_\_

Black/African American: \_\_\_\_\_

Asian \_\_\_\_\_

Hispanic or Latino: \_\_\_\_\_

Native Hawaiian / Other Pacific Islander: \_\_\_\_\_

White: \_\_\_\_\_

Two or More Races: \_\_\_\_\_

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DATE

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SIGNATURE