

March 1, 2023

Hello Mr. Albinson and all Selectboard members,

I am writing to express my interest in serving as Recording Secretary for the Bristol Selectboard. I currently provide minutes for several boards/commissions in Warren and Waitsfield, and am looking to expand this work. If you are interested in speaking with me, I am happy to attend an upcoming meeting either in person or via Zoom.

I have experience serving as the Recording Secretary for Planning Commissions, Selectboards, DRBs, and School Boards, and have been doing this type of work since the mid 90's. I can provide examples of recent minutes if that would be helpful.

Please let me know if you have any questions for me.

Thank you,
Carol

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Ludlow, Vermont

A Better Place To Live, Work & Play

Employment Application

Last Name _____ First Name _____ M.I. _____

Street Address _____

City/State/Zip _____

Email Address _____ Preferred Contact Number () ____ - _____

If an offer of employment is made, can you submit proof that you are permitted to work in the U.S. under federal law? Yes No

(Note: If you are hired, you must furnish valid documentation that you are legally entitled to work in the U.S.)

Type of work desired _____

Other positions for which you believe you may be qualified _____

Date available _____

High School, Trade, Business school or College Attended	No. of Yrs/Grades Completed	Degrees Earned or Expected	Major Courses of Study	GPA/Major

Employer	Job title/work description	Dates employed	Why did you leave?

May we contact your previous employer(s) as a reference? Yes No
May we contact your current employer as a reference? Yes No

If you are applying for a job that may involve driving a municipal vehicle, please answer the following:

Do you possess a valid VT Driver's License ? YES _____ NO _____

Please check License Type: Operators _____ CDL _____

License Number: _____ Expiration: _____

Other Skills/Training. Describe your skills/experience/certifications or other training that are relevant to the job sought including membership in any trade or organizations or professional societies

_____ **Include name, phone number, email address, title, employer.**

_____ **Include M.I.**

Is a resume attached? Yes No

_____ **I hereby certify that I have read carefully and signed**

All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may be cause for rejection or if employed may be just cause for dismissal. I hereby authorize any former employer, person, firm, corporation or educational institution listed herein including this municipality to answer any and all questions and provide documents and agree to hold all persons harmless for giving any and all truthful information within their knowledge or records. I understand this is a preliminary application and not a contract to employ me. Furthermore, in the event I am hired, my employment shall be completely voluntary and may be terminated at will at any time for any non-discriminatory reason upon notice by either myself or the municipality. I agree to comply with all reasonable rules of the municipality as a condition of employment.

Applicant's Signature: _____ Date _____

Non-Discrimination Policy is an equal opportunity employer. It is the policy of this municipality to provide equal employment opportunity to all applicants and employees without regard to race, color, religion, sex, national origin, ancestry, place of birth, age, marital status, pregnancy status, genetic information, physical or mental condition, IV status, veteran status, sexual orientation, gender identity, or other category protected by state or federal law. No question is asked on this application or during the application process for the purpose of excluding any applicant due to the aforementioned protected categories or other category protected by state or federal law.