



## APPLICATION FORM

### INSTRUCTIONS FOR COMPLETION

Please complete **all** sections of this application. An incomplete application will not be considered. You may attach additional sheets for your responses. The selection process will involve a review of this application. The Town may require applicants to undergo a job-related testing procedure. Finalists will be invited to participate in a formal interview.

APPLICATION FOR THE POSITION OF:

\_\_\_\_\_

Prepared by:

NAME: \_\_\_\_\_  
Last First Middle Initial

ADDRESS: \_\_\_\_\_  
Street City, State Zip Code

TELEPHONE: \_\_\_\_\_  
Home Work

### PERSONAL DATA:

1. Are you over 18 years of age? Yes [ ] No [ ]
2. Do you have the legal right to work in the United States? Yes [ ] No [ ]
3. Have you ever served in the U.S. Armed Forces? Yes [ ] No [ ]  
(IF YES, YOU WILL BE REQUIRED TO PROVIDE A COPY OF YOUR DD214, SHOWING DISCHARGE STATUS)

*In compliance with Federal nondiscrimination laws, qualified applicants are considered for all positions without regard to race, color, religion, gender, national origin, age or disability. In addition, the Town complies with applicable state and local laws governing nondiscrimination in employment.*

**AN EQUAL OPPORTUNITY EMPLOYER M/F**

**PERSONAL DATA (continued):**

4. Social Security Number: \_\_\_\_\_  
 (Your Social Security Number will be used should a criminal background check be required.)

5. Are you able to perform the essential functions listed in the job description without reasonable accommodation? Yes [ ] No [ ]

If no, what can be done to accommodate your limitation? \_\_\_\_\_

6. How did you learn of our organization: \_\_\_\_\_

**EDUCATION**

	Name of School/Program	Graduated	Type of Degree	Coursework /Major
HIGH SCHOOL		<input type="checkbox"/> YES <input type="checkbox"/> NO		
COLLEGE		<input type="checkbox"/> YES <input type="checkbox"/> NO		
GRADUATE SCHOOL		<input type="checkbox"/> YES <input type="checkbox"/> NO		
TECHNICAL SCHOOL		<input type="checkbox"/> YES <input type="checkbox"/> NO		
OTHER TRAINING OR PROFESSIONAL CERTIFICATIONS (Explain)				

**EMPLOYMENT HISTORY:**

Start with your current or most recent position and work backwards. Use additional sheets of paper if you need more space. **Resumes may be submitted but are not a substitute for the requested information.**

1. \_\_\_\_\_  
 Name of Employer

\_\_\_\_\_  
 Job Title

\_\_\_\_\_  
 Employment Dates

\_\_\_\_\_  
 Final Salary

Duties and Responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reason for Wanting to Leave: \_\_\_\_\_

Name and Title of Immediate Supervisor: \_\_\_\_\_

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

**EMPLOYMENT HISTORY (continued):**

2. \_\_\_\_\_  
Name of Employer  
\_\_\_\_\_ Employment Dates  
\_\_\_\_\_

\_\_\_\_\_  
Job Title  
\_\_\_\_\_ Final Salary  
\_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Wanting to Leave: \_\_\_\_\_  
Name and Title of Immediate Supervisor: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

3. \_\_\_\_\_  
Name of Employer  
\_\_\_\_\_ Employment Dates  
\_\_\_\_\_

\_\_\_\_\_  
Job Title  
\_\_\_\_\_ Final Salary  
\_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Wanting to Leave: \_\_\_\_\_  
Name and Title of Immediate Supervisor: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

4. \_\_\_\_\_  
Name of Employer  
\_\_\_\_\_ Employment Dates  
\_\_\_\_\_

\_\_\_\_\_  
Job Title  
\_\_\_\_\_ Final Salary  
\_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Wanting to Leave: \_\_\_\_\_  
Name and Title of Immediate Supervisor: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

May we contact your **present employer** regarding your employment record? Yes [ ] No [ ]

May we contact your **past employer(s)** regarding your employment record? Yes [ ] No [ ]

**CRIMINAL RECORD:**

**PLEASE NOTE:** THIS INFORMATION WILL BE AVAILABLE ONLY TO THE PERSONNEL DEPARTMENT AND TO THOSE INDIVIDUALS INVOLVED IN INTERVIEWING THE CANDIDATE.

1. Have you been convicted as an adult of any criminal offense, other than a minor traffic violation, within the past ten (10) years?      Yes [  ]      No [  ]

Report all convictions, past and present not covered by the stipulations referenced below, on this sheet of paper. Use additional pages if required. Employability will depend upon the nature of the offense and the job in question.

**YOU ARE NOT REQUIRED TO DISCLOSE THE EXISTENCE OF ANY ARREST, CRIMINAL CHARGE OR CONVICTION, THE RECORDS OF WHICH HAVE BEEN ERASED PURSUANT TO SECTION 46B-146, 54-760 OR 54-142, WHICH ARE RECORDS PERTAINING TO A FINDING OF YOUTHFUL DELINQUENCY OR THAT A CHILD WAS A MEMBER OF A FAMILY IN NEED OF SERVICES, ADJUDICATION AS A YOUTHFUL OFFENDER, A CRIMINAL CHARGE THAT HAS BEEN DISMISSED OR NOLLED, A CRIMINAL CHARGE FOR WHICH YOU HAVE BEEN FOUND NOT GUILTY OR A CONVICTION FOR WHICH YOU HAVE RECEIVED AN ABSOLUTE PARDON.**

**IF YOUR ONLY CRIMINAL RECORD CONSISTS OF ITEMS THAT HAVE BEEN ERASED UNDER THE STATUTES OF THE STATE OF CONNECTICUT LISTED ABOVE, THEN YOU MAY STATE ON THIS FORM THAT YOU HAVE NOT BEEN ARRESTED.**

