



TOWN OF STRATFORD
Human Resources Department
2725 Main Street
Stratford, CT 06615
Tel. (203) 385-4007
Fax (203) 385- 4037

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

TODAY'S DATE: _____

Name _____

Social Security No. _____ Telephone No. _____

Cellular No. _____

Present
Address

No. Street City State Zip

Permanent
Address

No. Street City State Zip

Are you legally eligible for employment in the U.S.A.? Yes _____ No _____ If hired, you will be required to submit proof of eligibility to work in the U.S.A.

Are you over the age of eighteen? Yes _____ No _____

Driver's License # _____

EMPLOYMENT DESIRED

Position(s) applied for _____

Were you previously employed by us? Yes _____ No _____

If yes, when? _____

If your application is considered favorably, on what date will you be available for work?

Can you perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?

Can you travel if your job requires it? _____

EMPLOYMENT HISTORY

List below present and past employment, beginning with your most recent employment.

| Name, Address & Telephone No. of Company | From (Mo. Yr.) | To (Mo. Yr.) | Weekly Last Salary | Reason for Leaving | Name of Supervisor |
|--|----------------|--------------|--------------------|--------------------|--------------------|
| | | | | | |
| Describe the work you did: | | | | | |

| Name, Address & Telephone No. of Company | From (Mo. Yr.) | To (Mo. Yr.) | Weekly Last Salary | Reason for Leaving | Name of Supervisor |
|--|----------------|--------------|--------------------|--------------------|--------------------|
| | | | | | |
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| | | | | | |
| Describe the work you did: | | | | | |

| Name, Address & Telephone No. of Company | From (Mo. Yr.) | To (Mo. Yr.) | Weekly Last Salary | Reason for Leaving | Name of Supervisor |
|--|----------------|--------------|--------------------|--------------------|--------------------|
| | | | | | |
| Describe the work you did: | | | | | |

| Education Diploma/ | Name& Location of School | Last Year Completed Completed | Did you Graduate? | Degree |
|--------------------|--------------------------|-------------------------------|-------------------|--------|
|--------------------|--------------------------|-------------------------------|-------------------|--------|

| | | | | |
|-------------|--|--|--|--|
| Elementary | | | | |
| High School | | | | |
| College | | | | |
| Other | | | | |

General Information:

Subjects of Special Study or Research Work:

Special Skills/Licenses/Certifications:

U.S. Military or Naval Service _____ Rank _____

Present Member in National Guard or Reserves _____

Have you ever been convicted of any offense other than a minor traffic violation or juvenile offenses? If yes, give details and dates of convictions below: (Note: Conviction is not necessarily disqualifying)

Yes _____ No _____

Special Note: Provide information regarding ACTUAL convictions only. Any arrest, charge, conviction and/or record which has been erased, dismissed, nulled or pardoned pursuant to the CGS § 31-51i, should NOT be disclosed. Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated on its own merits with respect to time, circumstances and seriousness, in relation to the job for which you are applying.

REFERENCES: (Not Relatives)

| Name and Occupation | Address | Phone Number |
|---------------------|---------|--------------|
| | | |
| | | |
| | | |

May we telephone you to follow up on this application at home? Yes _____ No _____

If yes, what is the best time to call?

May we telephone you to follow up on this application at work? Yes _____ No _____

If yes, what is the best time to call?

What is your business telephone number?

PRE-EMPLOYMENT STATEMENT (Please read carefully)

I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief. I understand that incomplete, false, inaccurate, or misleading information given in my application, interview(s) or during the course of my employment may result in the rejection of this application; withdrawal of a job offer; or discipline, up to and including termination of employment. Further, false information provided, whether willingly or accidental, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

I understand that this application is not a contract of employment nor is it a guarantee or indication of employment. I also understand that should I be granted an interview, the representations that may be made at the interview are not to be construed as creating any obligation, promise or contract on behalf of the Town of Stratford. Should I be employed by the Town, in consideration of my employment, I agree to conform to the rules and policies of the Town of Stratford, as they may from time to time be implemented or revised. Identification and verification of eligibility to work in the United States must be satisfied for employment.

I further understand that in consideration for employment, an investigative background report may be prepared at the request of the Town of Stratford, whereby information may be obtained from my employers (present or former), educational institutions, all branches of the U.S. Military service, and public records maintained by government agencies or others, including but not limited to criminal conviction reports, credit reports, etc. I authorize the Town of Stratford and its designated representative(s) to perform this investigation, and further authorize present and former employers, references and other persons to provide information for the investigation. I also authorize the Town of Stratford to receive criminal conviction records pertaining to me, which may be in the files of any criminal justice agency.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. Any offer of employment will be contingent on passing a drug test and medical examination.

I have read, understand and agree to the foregoing.

Signature of Applicant _____ Date _____

Job applications may be mailed to the above address or faxed to (203) 385-4037. It is the applicant's responsibility to confirm that their application was received. The Town of Stratford is not responsible for problems with fax transmission or postal delivery of job applications. Job applications must be received by the Department of Human Resources no later than 4:30 PM on the CLOSING DATE indicated for each available position listed under Town of Stratford job listings or postings. For more information on Town of Stratford employment opportunities, log on to www.townofstratford.com or call (203) 385-4007 for any current job openings.

APPLICANT DISCLOSURE FORM

1. CANDIDATE INFORMATION

It is the policy of the Town of Stratford to recruit, hire and promote qualified people in all job classifications regardless of age, race, sex, color, religion, national origin, marital status, veteran status or disability unless they are bona-fide occupational qualifications.

The following information is needed for compliance with governmental reporting requirements. While completion of this section is voluntary, we strongly urge that all applicants complete this part of the pre-employment process. Applicants so choosing, may identify on the form that they have chosen NOT to provide the Town of Stratford with the requested information by checking the appropriate box below. This information will not affect in any way your employment opportunities. This form will be removed from the application.

2. GENERAL INFORMATION

Your Name _____ Date _____

Social Security Number _____

3. STATISTICAL INFORMATION

Race/Ethnic Identification: (Please check one)

American Indian or Alaska Native _____

Asian _____

Black or African American _____

Hispanic or Latino _____

Native Hawaiian or Other
Pacific Islander _____

White _____

Other _____ (specify) _____

Job Classification

Please write the title of the
position for which you are
Applying.

Gender:

Male _____

Female _____

4. NON-PARTICIPATION

I have read the above statement and have chosen NOT to complete this form.

5. RECRUITING INFORMATION

How did you hear about this job? (Please check one)

____ Connecticut Post

____ Human Resources Posting

____ New Haven Register

____ Professional Journal
(please give name: _____)

____ Town Website

____ Other
(please specify: _____)

____ Internet
(please give site: _____)

____ Town Employee