

APPLICATION FOR EMPLOYMENT

PLEASE PRINT

POSITION APPLYING FOR _____ **DATE** _____

• NAME _____ <i>Last First Middle Initial</i>
• ADDRESS _____ <i>House/Apt. Number/Street City/Town State Zip</i>
• TELEPHONE NUMBER(S) _____ <i>Home Cell Work (If okay to call you there.)</i>

- If under 18 years of age, can you provide proof of eligibility to work? Yes No
- Have you filed an application with us before? If yes, date: _____ Yes No
- Have you ever been employed with us? If yes, dates: _____ Yes No
- Are you currently employed? Yes No. May we contact your current employer? Yes No
- Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration Status? (*Proof of citizenship or immigration status is required upon employment*) Yes No
- What date would you be available for work? _____
- Are you available: Full-Time Part-Time Temporary/Seasonal
- Are you on "lay-off" status and subject to recall? Yes No
- Can you travel if a job requires it? Yes No

Pursuant to Connecticut state law, this is **Notice** to you that (1) 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, 54-76o or 54-142a, (2) that criminal records subject to erasure pursuant to section 46b-146, 54-76o or 54-142a are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolleed, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon, and (3) that any person whose criminal records have been erased pursuant to section 46b-146, 54-76o or 54-142a shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

- Have you been arrested for a traffic violation in the past five years?* Yes No
- Have you been convicted of a felony within the past seven years?* Yes No
(*Conviction will not necessarily disqualify an applicant*)

***If yes, please explain on the reverse side of this page, thank you.**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status if you so choose.

Current or Last Employer: _____
Address: _____ Telephone No. _____ Supervisor: _____
Position: _____ Salary: _____ Dates Employed (<i>From/To</i>) _____
Reason For Leaving: _____
Duties: _____

Previous Employer: _____
Address: _____ Telephone No. _____ Supervisor: _____
Position: _____ Salary: _____ Length Employed (<i>From/To</i>) _____
Reason For Leaving: _____
Duties: _____

Previous Employer: _____
Address: _____ Telephone No. _____ Supervisor: _____
Position: _____ Salary: _____ Length Employed (<i>From/To</i>) _____
Reason For Leaving: _____
Duties: _____

Please list any other employment on the reverse side of this page, or submit a resume along with your application.

EDUCATION/TRAINING

High School

_____ Years Completed: __ Diploma GED
School Name & City, State

Course of Study: Business College Technical/vocational General studies

Continuing Education

Institution(s): _____ <small>Name/Location</small>	_____ <small>Course of Study/Certificate Program</small>
Certificate/Degree achieved: _____	If not, number of courses: _____
_____ <small>Name/Location</small>	_____ <small>Course of Study/Certificate Program</small>
Certificate/Degree achieved: _____	If not, number of courses: _____

Specialized Training/Professional Certification/Apprenticeship

Professional, trade, business or civic memberships

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status if you so choose.

Describe any job-related training received in the United States Military

ADDITIONAL INFORMATION

Other Qualifications

Please summarize job-related skills and qualifications acquired from employment or other experience.

Skills/Equipment Operated

Computer Fax PC Adding Machine Typewriter

Other: _____

Public Safety Vehicles/Heavy Equipment/Machinery, Etc.:

Please list: _____

Drivers' License Endorsement: _____

Additional Information

State any additional information that you feel may be helpful to us in considering your application.

PLEASE DO NOT ANSWER the following question unless you have been informed about the requirements of the position for which you are applying: *Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is available upon request.*

Yes No

References

1.	_____ <i>Name</i> Business <input type="checkbox"/> or Personal <input type="checkbox"/>	_____ <i>Address</i>	_____ <i>Phone Number</i>
2.	_____ <i>Name</i> Business <input type="checkbox"/> or Personal <input type="checkbox"/>	_____ <i>Address</i>	_____ <i>Phone Number</i>
3.	_____ <i>Name</i> Business <input type="checkbox"/> or Personal <input type="checkbox"/>	_____ <i>Address</i>	_____ <i>Phone Number</i>

AFFIRMATIVE ACTION VOLUNTARY INFORMATION

COMPLETION OF THE INFORMATION BELOW IS VOLUNTARY

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other legally protected status.

In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations that may apply, we invite you to complete this applicant data survey. Providing this information is **STRICTLY VOLUNTARY**. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

NOTE: This survey is not a part of your official application for employment. It is confidential information that will not be used in any hiring decision.

PLEASE PRINT

Position(s) applied for: _____ Date: _____

◆ **Referral source:**

Advertisement Friend Relative Walk-In School
Government Employment Agency Private Employment Agency
Other _____

Name of person who referred you (if applicable) _____

◆ **Applicant Information**

Name Last First MI () Phone

Male Female Birthdate: _____ Current job (if employed) _____

◆ **Please check one of the following Equal Employment Opportunity Identification Groups:**

Black (not of Hispanic origin) White Hispanic
 American Indian/Alaskan Native Asian/Pacific Islander

◆ **To Vietnam Era Veterans, Disabled Veterans and Individuals with physical or mental disabilities:**

If you so wish to be identified, please check if any of the following are applicable:

Individual with a disability Vietnam Era Veteran (served between 1964-1975) Disabled Veteran

Below for Administrative Use Only

The position applied for is available not available

Other positions considered for: _____

Hired? Yes No

From the EEO classifications listed below, which one best describes the position filled?

Officials & Managers Sales Workers Operatives (semi-skilled)
 Professionals Office & Clerical Laborers (unskilled)
 Technicians Craft Workers(skilled) Service Workers