AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

TOWN OF NEWINGTON

OFFICE OF THE TOWN MANAGER

131 Cedar Street

Newington, Connecticut 06111

Please complete in printing, ink or typewriter.

REFERENCE TO ANY ATTACHMENTS IS NOT ACCEPTABLE.

Date of Application	Position Applied For

PERSONAL INFORMATION

Name (Last, First, Middle)	Address	
Home Telephone Number		
Work Telephone Number May we contact you at work?	Social Security Number (Police Applicants ONLY)	
Date of Birth (Police Applicants ONLY)	Are you legally authorized to work in the United States?	If required for job applied for, do you possess valid driver's license?
Are you over the age of eighteen? If not, your hire will be subject to verification of minimum legal age.	Were you previously employed by the Town? If so, where and when?	
If your application is considered favorably, on what date will you be available for work?	Do you claim preference based on active duty in U.S. Armed Forces? _____ If so, please attach D-214 to application.	

CRIMINAL HISTORY: Please note that applicants are **not** required to disclose any arrest, criminal charge or conviction that has been erased in accordance with Connecticut General Statutes §46b-146, §54-76o or §54-142a, as amended. Pursuant to CGSA §46b-146, §54-76o or §54-142a, criminal records subject to erasure are those 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 criminal charge that has been dismissed or nolled, a criminal charge for which the person has been found not guilty, or a conviction for which the person received an absolute pardon. Any person whose criminal records have been erased under these provisions 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 ever been convicted of any offenses other than minor traffic violations? _____ If yes, please explain.

The Town will consider the nature of the crime and its relationship to the job applied for, information concerning rehabilitation and the amount of time elapsed since the conviction or release from custody.

State Law prohibits job discrimination on the basis of learning disability or physical disability unless they are bona fide occupational qualifications.

Do you require a reasonable accommodation to take an employment test for this position opening? _____

Pursuant to the Civil Rights Act of 1964, discrimination in employment based upon race, color, religion, sex or national origin is prohibited. Federal law prohibits other forms of discrimination including but not limited to age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. Most state and local laws prohibit some or all of these types of discrimination as well as other types including but not limited to discrimination based on ancestry, marital status, parental status, sexual orientation or source(s) of income. Restrictions with respect to credit data are imposed by the Fair Credit Reporting Act. This list is not intended to represent a complete list of prohibited forms of discrimination. The Town of Newington is an Equal Opportunity Employer.

EMPLOYMENT HISTORY

Describe under the headings given your employment history, including military service. BEGIN WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARD CONSECUTIVELY TO YOUR FIRST ONE. Applicants may be required to furnish satisfactory proof of experience claimed.

Name, Address and Telephone of Employer May we contact?	Start Date	End Date	Regular Salary	Hours Per Week
	Reason(s) for leaving		Name of Immediate Supervisor	
Job Title				
Description of Duties				

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IF MORE SPACE IS REQUIRED, USE ADDITIONAL SHEETS ARRANGED IN THE SAME MANNER, ATTACH SUCH SHEET AT TOP OF PAGE.

Unless otherwise noted, you hereby grant permission to contact the employers listed above concerning your work experience(s).

If you have used a different name(s) with past employers, please provide such names in order that your employment history and educational background may be adequately verified.

SPECIAL SKILLS OR ABILITIES (OPTIONAL)

RECORD OF EDUCATION

SCHOOL	SCHOOL NAME AND ADDRESS	COURSE/MAJOR	DATES ATTENDED	DEGREE OR CERT. RECEIVED
ELEMENTARY				
HIGH SCHOOL				
COLLEGE				
OTHER (SPECIFY)				

If you have a high school equivalency certificate, give place certificate was granted:

Other training (special courses, work training programs, armed forces training). Give name and location training was given, certificate (if any), subject of training, number of hours weekly and other details related to the job for which you are applying:

PERSONAL REFERENCES (Not Former Employers or Relatives)

NAME and OCCUPATION	ADDRESS	PHONE NUMBER

PLEASE READ AND SIGN

CERTIFICATION: I certify that all statements made in connection with this application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that incomplete, false, or inaccurate information may result in the rejection of this application and that false information may result in my dismissal if employed. I give approval for the Town to inquire into my employment references and credit report. If I do not wish to have specific references checked, I will give prior written notification of same. I understand that my employment is terminable at will by either party. I also understand that I must successfully pass any required qualifying test(s) for this position, including a pre-employment medical exam and physical agility test, if job related, and a drug screening test, if required.

_____

Date SIGNATURE OF APPLICANT

FOR OFFICIAL USE ONLY – DO NOT WRITE ON THIS PAGE

INTERVIEWER	DATE	COMMENTS

TESTS ADMINSTERED	Date	Raw Score	Rating	COMMENTS

Reference Name	Reference Check Results

Date of Call	Time of Call	Call Notes

TOWN OF NEWINGTON

AFFIRMATIVE ACTION QUESTIONNAIRE

IINSTRUCTIONS: Each applicant for employment with the TOWN OF NEWINGTON is asked to provide the following information for Affirmative Action reporting purposes.

1. ETHNIC/RACIAL STATUS

____White ____Spanish Surnamed ____Asian American

____Black ____American Indian ____Other

2. DISABLED

____Yes ____No

3. SEX

____Male ____Female

4. TYPE OF WORK DESIRED

____ ADMINISTRATIVE (Managerial or Department Head, etc.)

____ PROFESSIONAL (Asst. Dept. Head, Police Lieutenant, Recreation Supervisor, Librarian, Social Worker, Counselor, etc.)

____ TECHNICAL (Engineering Aide, Police Sergeant, Court Liaison Officer, Teachers Aide, etc.)

____ PROTECTIVE SERVICE (Police Officer, Canine Control, etc.)

____ ADMINISTRATIVE SUPPORT (Clerical, Account Clerk, Dispatcher, Switchboard Operator, etc.)

____ SKILLED CRAFT (Mason, Carpenter, Welder, Equipment Operator, Equipment Mechanic, etc.)

____ SERVICE/MAINTENANCE (Maintainer, Custodian, Bus Driver, Groundskeeper, etc.)

If applying for a specific position, please indicate:_____

5. HOW DID YOU HEAR ABOUT THIS POSITION

____Hartford Courant
____Hartford Inquirer
____New Britain Herald
____Newington Town Crier
____Conn. Employment Service
____Radio/TV
____Minority/Female Agency
____Town Bulletin Board
____A current employee
____National prof. journal
____Private employment agency
____Other (specify)_____

II certify that the above information is true and correct.

NAME_____ _____
Signature

ADDRESS_____ Date_____

TOWN_____ STATE_____