

INSTRUCTIONAL MANUAL

FOR

COMPLETING THE

FULL TIME

TOWN OF GREENWICH

EMPLOYMENT APPLICATION

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Human Resources Department
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APPLYING FOR A TOWN OF GREENWICH POSITION

Your application is a critical component of the examination process.

In order to compete in Town examinations, applicants must complete and submit a Town of Greenwich Employment Application as specified on the Examination Announcement. One of the most common reasons that candidates are rejected when applying for exams is:

- Using the incorrect version of the application. The correct version to use is stated on the posting.
- Failure to complete the application form correctly. If information is missing or too vague, the Department of Human Resources is not able to determine if the applicant meets the minimum qualifications for admittance into the examination.
- The application is submitted unsigned.

When applying for a Town job posting, you should follow all of the instructions below.

Please note, that the Town only accepts applications for positions that are currently posted. This means applications submitted without reference to a currently posted position will not be accepted.

These guidelines will provide you with the detailed directions you will need to successfully complete the Town of Greenwich Employment Application. Completing the application as instructed will ensure that all necessary and specific information is included in order for the Town to accurately evaluate your qualifications.

It is critical that you read the job posting carefully so that you know the minimum qualifications necessary for the job. The job posting will also contain other important information such as the application closing date and application filing instructions. Please note that applications for job postings must be submitted to the Town of Greenwich Human Resources Department.

In assessing your experience in relation to meeting the minimum experience and training requirements for admittance into an examination or in relation to a job posting, please make note of the following rules:

- To qualify, the required experience must have been the primary focus of your job.
- Time in part-time jobs will be prorated to its full-time equivalent.
- Full-time positions are interpreted to equal approximately 35 hours; no additional credit is given for persons indicating a normal schedule of more than 35 hours per week.

The Instructions Page is a general information sheet that provides valuable information regarding tips to fill out the application, where to send it when completed and what the next steps in the exam process are. It is for the applicant to keep. Please take the time to read this important information.

IMPORTANT NOTE: Read the examination announcement carefully. Many examinations designated as Experience and Training exams require that you submit additional examination materials with your application form. These materials must be submitted with your application form and cannot be accepted at a later date.

COMPLETING THE APPLICATION FORM

Applicants must complete ALL parts of the Application Form in sufficient detail to demonstrate how they meet the minimum experience and training qualifications as stated on the job posting. Resumes may be attached, but cannot substitute for completing any part of the application form. In other words, all information concerning your past work experience, education and training must be included on the application form.

The following instructions give you line-by-line information on how to fill out the entire Town of Greenwich application.

COMPLETING PAGE 1 OF THE APPLICATION

1. Job Applying For (Required): Place the complete name of the job title as it appears on the examination announcement.
2. Name (Last and First & Middle Initial) (Required): Enter your complete last name. If you have two last names or a hyphenated last name, please make sure the name you wish your materials to be filed under appears first.
3. Address (Number and Street, City, State, Zip Code) (Required): Enter the number and street of your mailing address. If you have a Post Office Box (P.O. Box), please enter the PO Box number and put your street address next to it. If you have an apartment/unit number, please enter it on the same line, after the street address. Enter the full name of the city in your mailing address.

General Information Regarding Phone Numbers/E-mail Addresses: The next sections of the application ask you to provide information regarding telephone numbers and email addresses. Although not required, this information is very useful in case we need to contact you.

- 4a. Home, Work and Cell Phone Number. Enter your complete home phone number, starting with the area code. Enter your complete business/work phone number, starting with the area code. Enter your complete cellular phone number, starting with the area code.
- 4b. E-mail Address. Enter your complete e-mail address.
- 4c. May we call you at work? If you have supplied us with a business telephone number, please indicate whether or not we may call you at work. Please keep in mind that our normal business hours are 8:30 a.m. to 4:30 p.m., so if we need to contact you during this time and you are at work, this may be the most direct method. We do understand that you may prefer to have us contact your home or cellular phone and we will use these means if you have indicated that you don't want us to contact you at work.
5. Are you legally authorized to work in the U.S? (Required): You must check either the yes or no box.
6. Criminal Convictions (Required). Read the entire section carefully. It continues on page 4 of the application. Check Yes or No. If you check Yes, you must explain the conviction, for example, nature of the conviction, degree of rehabilitation and time since release.

7. Veterans Preference. Read the entire section carefully. If one of the statements of the boxes describes the criteria under which you believe you are eligible to receive Veteran's Preference Points, check the box. If you checked one of the boxes, you must attach a copy of your DD-214 and, if claiming additional points based on a disability, you must also submit an awards letter without the percentage, which can be obtained from the Veteran's administration. Please note that Veteran's Preference points are only awarded after a candidate passes an open competitive examination and is used only upon entrance into Town full time employment.

COMPLETING THE EDUCATION SECTION OF THE APPLICATION

- 8a. Did you graduate from High School or Receive a High School equivalency diploma? (Required)
Check Yes or No.
- 8b. If you have a high school equivalency certificate, give the place the certificate was granted.
- 8c. Give the last high school, or trade school you attended.
- 8d. List colleges, business schools or technical schools you attended. (All fields are required if you attended a Business or technical School.) Enter information regarding any colleges, business schools or technical schools you may have attended. Under the "Name" column, enter the name of the institution. Under the "Address" column, indicate the town and state where the school is located. If the school has multiple locations, put down the location that you attended. If the school/institute is not in the US, please indicate the country where it is located. In the "Dates Attended" column, please indicate what month and year you started attending the school and what month and year you finished attending the school, regardless of whether or not you completed the program. If you are still attending a school enter Present or Still Attending in the "To" column. In the "Credit Hours Completed" column, enter the total number of credit hours you completed at the school. In the "Credit Hours Completed" column, enter the total number of credit hours you completed at the college/university. Under the "Type of Degree Received" column, indicate what degree, if any, you earned from the college/university (e.g., A.S., A.A., SA, SS, AS, MSA, MS, MA, MFA, Ph.D., JD, MD, etc.). Under the "Major Course of Study" column indicate your major or double majors or concentration. In the "Did you graduate?" column answer Yes or No. Please do not fill in dates of anticipated graduation. If you attended multiple schools, please list them in the spaces provided. Attach an additional sheet set up in the same format if you do not have sufficient room to record the colleges/universities you attended.

IMPORTANT NOTES REGARDING EDUCATION: In order to receive educational credit towards admittance to an examination from a college/university within the United States, the college/university and program must be accredited.

- 8e. Other training. Give name and location where training was given, certificate (if any), subject of training, etc related to the job for which you are applying.
- 8f. Other Skills, Abilities or Licenses required or relative to the position for which you are applying. (e.g., medical, nursing, engineering). Please enter the appropriate information regarding any licenses or certificates required for the position for which you are applying. Read the job posting carefully as you may be required to attach copies of your licenses or certificates to your application form.

COMPLETING THE EXPERIENCE SECTION OF THE APPLICATION

Beginning with your present or most recent employment or volunteer experience and working backwards, list all positions held which are necessary for determining your eligibility for employment as stated on the job posting. It is important that you make the work history section of your application form as complete as possible.

List all positions and job titles separately, even if the jobs were with the same employer. It is important to specifically indicate the various positions that you held within the organization, the exact length of time in each and the duties that you actually performed. This way, the reviewer has a clear picture of your progression in an organization as well as the level of responsibility in each of the jobs.

Clearly describe the duties you performed in each position, listing the duties that you spent most of your time on first. Provide descriptive and detailed statements that identify the specific work for which you were accountable.

If additional space is required, attach additional 8 1/2" x 11" sheets, using the same format as contained on the application form and include your name on each additional sheet. Continue the number sequence for additional jobs listed. If you are attaching additional sheets, make a note on the work history page of your application form to indicate that additional sheets are attached.

You must fill out this section of the application form completely even if a resume is being attached.

Current Town of Greenwich employees are also required to complete the work history page in full.

Official Job Title (Required). For your most current or most recent job that is necessary for determining your eligibility for employment as stated on the job posting, list your official job title. Do not enter functional titles, abbreviations or acronyms.

Name of Employer (Required). Enter the name of the business where you worked.

Department Where Assigned. Enter the department within the organization where you worked.

Title of Immediate Supervisor (Required). Enter the job title of your immediate supervisor.

Business Address and Phone number: Enter the mailing address and phone number of the company.

Employed from (Required). Enter the month and year you started the position.

Employed to (Required). Enter the month and year you ended the position. If you are still working in the position, enter "present" or "still employed".

Total Time (Required). Enter total time worked in years and months.

Salary or Wage (Required). Enter your earnings and the timeframe you are using (i.e., hourly, weekly, biweekly, monthly, annually).

Hours per week (Required). Enter the number of hours you work per week. Also circle full-time or part-time to indicate your work schedule.

No. and Titles of Employees Supervised by you. (Required) Indicate how many employees you supervise and what their job titles are/were. Supervision includes assigning, reviewing and evaluating work, training, conducting performance evaluations, and handling disciplinary action when needed.

Reason for leaving (Required). Indicate why you are no longer working at that job. If you are still working at the job, please enter, "still employed".

Duties (Required): List and describe the duties you performed on the job. List the duties that you spent the most time on first. Since your application form is evaluated on the specific duties and responsibilities that you have personally performed, it is extremely important that you provide detailed information about your own job duties. If the information is missing or unclear, the reviewer will not be able to accurately evaluate your application.

COMPLETING QUESTIONS ON PAGE 4 OF THE APPLICATION

10. Have you objections to the Department of Human Resources checking employment references (Required). Please check Yes or No.

11. If you used a different name with past employers or educational institutions, please provide the name(s) used.

12. Do you have relatives working for the Town of Greenwich? (Required) For purposes of this question, a relative is a spouse, father, mother, step father, step mother, father in law, mother in law, sister, sister in law, brother, brother in law, child, spouse of a child, grandparent, uncle, aunt or any relative or step relative or an unmarried partner domiciled in the employee's household. An unmarried partner is an individual who is a co-habitant with the employee. The term employee as used in this policy includes appointed Town Officials.

Testing Accommodations. Read the paragraph regarding special testing accommodations carefully. Follow the instructions provided if you wish to request a special testing accommodation under the Americans with Disabilities Act.

Certification (Required). Read the statement carefully and sign and date this page. It is important that you sign and date your application form certifying that the statements made by you on the application form are true and complete.

COMPLETING THE VOLUNTARY COMPLIANCE INFORMATION OF THE APPLICATION

Demographic Information. Check the appropriate box (Female or Male) to indicate your sex. Check the appropriate box (American Indian or Alaskan Native, Black, White, Hispanic, Asian or Pacific Islander or Other) to indicate your race. Please note that Federal and State reporting requirements indicate we must ask applicants to supply information regarding their sex and race. This information is voluntary and will not affect the evaluation of your application.

Primary Source of Job Information. Check the boxes to indicate the source(s) from which you learned about this position.

TIPS ON PROPERLY COMPLETING THE APPLICATION FORMS

1. Since your eligibility for consideration for the position will depend on the information as presented in your application form, it is extremely important that you read and follow the directions exactly as presented on the form. It is strongly recommended that you read the entire application form completely before beginning to write. Type or print answers to ALL questions on the form.
2. Do not skip any information asked for on the form. This information is included because it is necessary in determining an applicant's qualifications for admittance to the exam or eligibility for consideration for a job.
3. Pay attention to details when recording your information, especially in the following areas:
 - number of hours worked per week, particularly when documenting part time experience as this time is calculated to determine its equivalency to full-time experience at 40 hours per week
 - number of credit hours earned and the length of time attended for each college/university listed
 - exact area of concentration for all conferred degrees
 - number and job titles of any employees you have supervised
 - job title of your immediate supervisor, not the person's name
 - specific nature of the duties you have performed
4. Attached resumes will not substitute for the information requested in the application form. The application includes specific information not generally found in a resume that is essential to the evaluation of an applicant's background and experience.
5. It is extremely important that you provide detailed information about your own job duties as clearly and concisely as possible. Include the duties you spend the most time performing first in your description.
6. A separate application form must be submitted for each position you are applying for.
7. Completed applications (and supplemental pages, if any) must be submitted to the Town of Greenwich Human Resources Department on or before the closing date that is posted on the job posting. Late applications or those not including the required materials will not be accepted.
8. Read the job posting carefully to ensure that you submit all required examination materials, if required for experience and training examination. If supplemental examination materials are required they must be submitted with the application form as a single packet and must be received by the closing date.
9. Keep a copy of your application package for your records.

SUMMARY

Let's wrap up our Guide to Filling out the Town of Greenwich Application with one final review of instructions:

APPLICATION FILING INSTRUCTION "DO'S"

- **DO** Complete all information requested on the application.
- **DO** Read **all** directions carefully and completely.
- **DO** Follow the instructions and format exactly as it is written.
- **DO** Make sure your application is signed and dated before submission.
- **DO** Make sure that your application package is complete and in the proper page order before submitting.
- **DO** Keep a copy of your fax transmittal sheet or post office receipt as proof of date submitted and receipt confirmed.
- **DO** Submit all required materials together before the job closing date.

APPLICATION AND FILING INSTRUCTIONS DON'TS

- **DON'T** Forget to enter the correct job title and number on the application form.
- **DON'T** Include resumes as a substitute for the application or exam materials.
- **DON'T** Overlook any of the items included on the application. Include information in **all** required areas.
- **DON'T** Combine all job experience under one title.
- **DON'T** Forget to sign and date your application.
- **DON'T** Apply for more than one position on the same application form.

We hope you have found this guide useful. We sincerely thank you for your interest in a career with the Town of Greenwich.