

# TOWN OF GREENWICH

Department of Human Resources

101 Field Point Road

Greenwich, CT 06830

## APPLICATION FOR TEMPORARY, SEASONAL OR PART TIME POSITIONS

### AN EQUAL OPPORTUNITY EMPLOYER

This form must be fully completed and signed for further consideration.

JOB APPLYING FOR: \_\_\_\_\_ POSITION TITLE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ UNIT/APT. # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (HOME) \_\_\_\_\_ WORK \_\_\_\_\_ CELL \_\_\_\_\_

MAY WE CALL YOU AT WORK: YES  NO

Email address \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF ANY OFFENSES OTHER THAN MINOR TRAFFIC VIOLATIONS? NO  YES  IF YES, PLEASE EXPLAIN:

The applicant is not required to disclose the existence of any arrest, criminal charge or conviction, which has been erased under Connecticut law. The criminal records subject to erasure under Connecticut law 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 nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon; and any person whose criminal records have been erased under Connecticut law shall be deemed to have never been arrested within the meaning of the Connecticut General Statutes with respect to the proceedings so erased and may so swear under oath. (Conviction is not necessarily disqualifying. 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.)

If under Age 18, list date of birth: \_\_\_\_\_

There may be restrictions on the employment of applicants less than 18 years of age.

#### Education:

Please check last school grade completed: 10  11  12  College 1  2  3  4

Please list school name(s):

Computer skills: (Please list) \_\_\_\_\_

Licenses or certifications: \_\_\_\_\_

Are you legally authorized to work in the United States: Yes  No

WORK EXPERIENCE: EMPLOYER: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_ SALARY: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

NAME AND PHONE NUMBER OF SUPERVISOR: \_\_\_\_\_

DUTIES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WORK EXPERIENCE: EMPLOYER: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_ SALARY: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

NAME AND PHONE NUMBER OF SUPERVISOR: \_\_\_\_\_

DUTIES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have relatives working for the Town of Greenwich? No  Yes  If yes, list their name(s) and positions:

\_\_\_\_\_

State law prohibits job discrimination on the basis of age, race, color, sex, marital status, religious creed, sexual orientation, national origin, ancestry, past or present mental retardation, learning disability unless they are bona fide occupational qualifications. If you require a reasonable accommodation to take the employment test/interview for this position opening, then please submit letter of request with application.

**CERTIFICATION: 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, 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 of my employment references. If I do not wish to have specific references checked, I will give the Director of Human Resources prior written notification of same. I also understand that, if applicable, I must successfully pass the required qualifying test(s) for this position, which, if job related, may include a pre-employment medical exam, physical ability test or performance test, and drug-screening test.**

**As an employee hired into a represented part time position, I understand that the terms of my employment are as stated in the Collective Bargaining Agreement.**

**As an employee hired into a temporary, seasonal or part time unrepresented position, I understand that my employment will be voluntary, at-will and will not be for any specific time. My employment may be terminated by the Town, or by me, at any time without requirement of notice. By accepting an employment offer, I acknowledge the above and accept said terms. I also understand that no one in the Town is authorized or will be authorized to make any representation or promise to me concerning my at-will employment.**

DATE

SIGNATURE OF APPLICANT

**Voluntary:**

In order to meet State and Federal reporting requirements, we are requesting that you voluntarily supply the following information. This data will not be considered in the evaluation of your application.

1. SEX: Female <input type="checkbox"/> Male <input type="checkbox"/>
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2. RACE/ETHNIC DATA
<input type="checkbox"/> A. AMERICAN INDIAN OR ALASKAN NATIVE: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
<input type="checkbox"/> B. BLACK (not of Hispanic Origin): Persons having origins in any of the black racial groups of Africa.
<input type="checkbox"/> C. WHITE (not of Hispanic Origin): Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
<input type="checkbox"/> D. HISPANIC: Persons of Mexican, Puerto Rican, Central or South American or other Spanish culture or origin, regardless of race.
<input type="checkbox"/> E. ASIAN OR PACIFIC ISLANDER: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
<input type="checkbox"/> F. OTHER

**RECRUITING INFORMATION**

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

A. <input type="checkbox"/> Greenwich Time	F. <input type="checkbox"/> Other newspaper. Please give name: _____
B. <input type="checkbox"/> Human Resources Bulletin Board	G. <input type="checkbox"/> Professional journal. Please give name: _____
C. <input type="checkbox"/> WGCH Radio	H. <input type="checkbox"/> Community Agency. Please give name: _____
D. <input type="checkbox"/> Present Town Employee	I. <input type="checkbox"/> Other. Please specify: _____
E. <input type="checkbox"/> Stamford Advocate	J. <input type="checkbox"/> Web Site. Please give name: _____