

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name:

Last

First

Middle

Address:

Street

(Apt)

City, State

Zip

Alternate Address:

Street

City, State

Zip

Contact Information:

() _____

Home Telephone

() _____

Mobile

Email

POSITION SOUGHT: _____

Available Start Date: _____

Desired Pay Range: _____

Are you currently employed? _____

EDUCATION

| | Name and Location | Graduate? – Degree? | Major / Subjects of Study |
|---|-------------------|---------------------|---------------------------|
| High School | | | |
| College or University | | | |
| Specialized Training, Trade School, etc... | | | |
| Other Education | | | |

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

PREVIOUS EXPERIENCE

Please list beginning from most recent

| Dates Employed | Company Name | Location | Role/Title |
|----------------|--------------|----------|------------|
| | | | |

Job notes, tasks performed and reason for leaving:

| Dates Employed | Company Name | Location | Role/Title |
|----------------|--------------|----------|------------|
| | | | |

Job notes, tasks performed and reason for leaving:

| Dates Employed | Company Name | Location | Role/Title |
|----------------|--------------|----------|------------|
| | | | |

Job notes, tasks performed and reason for leaving:

References

List names and telephone numbers of three business/work references who are not related to you.

| Name | Telephone | Years Known |
|------|-----------|-------------|
| | | |
| | | |
| | | |

Signature of Applicant _____

THE TOWN OF HARWINTON

is an Equal Opportunity Employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap or national origin.

If you are to be hired by the Town, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Town.

I understand that any employment is conditioned on a background check. I authorize the Town to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Town, without giving me prior notice of such disclosure. In addition, I release the Town, any former employers and all references I have listed from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Town. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Town unless made in writing.

I understand that upon an offer of employment, I may be requested to take a drug screening test. I understand that the results of such test(s), if positive, may result in my disqualification from employment with the Town of Harwinton. I release the Town of Harwinton, employees of the Town of Harwinton, elected or appointed officials of the Town or other representatives of the Town from any and all liability arising from or out of the administration of such test(s).

Applicant Name (please print) _____

Applicant's Signature _____

Date: _____