

Town of Windham
979 Main Street
Willimantic, Connecticut 06226



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860-465-3006
www.windhamct.com

Employment Application

The Town of Windham is an Equal Opportunity Employer. State and federal law prohibits discrimination on the basis of race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, mental retardation or physical disability, except in cases of a bona fide occupational qualification.

Position Applied For: _____

Date of Application: _____ Date Available: _____

How did you hear about the position? _____

GENERAL INSTRUCTIONS: Please respond to every question on this application form. If a question does not apply to you, write "n/a" in the blank space. If you need more space to respond to a question, please attach a separate sheet.

Last Name First M.I.

Address City State Zip

Phone (Home) (Work) Social Security Number

If there is any other name by which you have been known that the Town should be aware of in order to adequately verify your identity, employment history or educational background, please provide any such name (s): _____

Are you either a United States citizen or authorized to work in the United States?

Yes _____ No _____

(Proof of United States Citizenship or authorization to work in the United States will be required upon hiring.)

Employment History

Employer: _____

Employer's Address: _____

Employer's Telephone Number: _____

Title/Position: _____

Job Duties:

Supervisor's Name: _____

Dates Employed: _____

Starting Salary/Wage: _____ Ending Salary/Wage: _____

Reason for Leaving: _____

Employer: _____

Employer's Address: _____

Employer's Telephone Number: _____

Title/Position: _____

Job Duties:

Supervisor's Name: _____

Dates Employed: _____

Starting Salary/Wage: _____ Ending Salary/Wage: _____

Reason for Leaving: _____

Employer: _____

Employer's Address: _____

Employer's Telephone Number: _____

Title/Position: _____

Job Duties:

Supervisor's Name: _____

Dates Employed: _____

Starting Salary/Wage: _____ Ending Salary/Wage: _____

Reason for Leaving: _____

Education

Name of School	City/State	Major Course/Subject	Circle Last Year Completed	List Degree Received
G.E.D. Equivalency				
High School/Prep			1 2 3 4	
College			1 2 3 4	
Graduate Work				

Use the space below to provide additional information necessary to describe your full qualifications:

Please list three professional references (at least one must be current):

Name _____ Phone _____

Address _____ Years Known _____

Name _____ Phone _____

Address _____ Years Known _____

Name _____ Phone _____

Address _____ Years Known _____

Do you or have you used narcotics, marijuana, barbiturates, amphetamines, hallucinogenic, or any other illegal substance which may produce a dependency, with the exception of medication prescribed by a physician? Yes _____ No _____

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the responses given are true, complete, and accurate to the best of my knowledge and are made in good faith. I understand that any misrepresentation, omission or falsification may be grounds for immediate discharge.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

I authorize all of the educators, employers and professional references listed above to furnish the Town of Windham with information regarding my education, employment history or any other matter related to my application for employment with the Town of Windham.

Signature of Applicant

Date

NOTICE REGARDING QUESTIONS ABOUT YOUR CRIMINAL HISTORY

- **You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Sections 46b–146, 54-160, or 54-142A. Included are records which pertain to: a finding of youthful delinquency; or that a child was a member of a family in need of services; adjudication as a youthful offender; a criminal charge that has been dismissed or nolle; a criminal charge for which you have been found not guilty; or a conviction for which you have received an absolute pardon.**
- If your only criminal record consists of items that have been erased under the statutes listed above, then you may state on this form that you have not been arrested.
- This information will be made available only to the Personnel Department and to those individuals involved in interviewing the candidate.

Have you ever been convicted of a crime? Yes _____ No _____

If so, please explain below. (The fact that an applicant has been convicted of a crime, standing alone, is not an absolute bar to employment. Rather, the Town will consider the following factors: a) the nature of the crime and its relationship to the job in question; b) information concerning rehabilitation; and c) the amount of time elapsed since the conviction or lease from custody).

I acknowledge that I have read and understand this notice.

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the responses given are true, complete, and accurate to the best of my knowledge and are made in good faith. I understand that any misrepresentation, omission or falsification may be grounds for immediate discharge.

Signature of Applicant

Date

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VOLUNTARY INFORMATION FOR GOVERNMENT MONITORING PURPOSES

This organization is an Equal Opportunity/Affirmative Action Employer.

The information below is needed to measure the effectiveness of our recruitment efforts and is in conformity with federal government guidelines, which require us to compile statistical information about applicants for employment. You are not required to furnish this information, but are encouraged to do so. The law provides that an employer may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish it, under federal regulations, this employer is required to note race and sex on the basis of visual observation or surname.

This Voluntary Information Sheet will be kept in a confidential file separate from the Application for Employment.

POSITION APPLIED FOR: _____

I wish to furnish this information. _____ (Please Print Name) _____

I do not wish to furnish this information. _____ (Please Print Name) _____

Please check appropriate line: _____ Male _____ Female

ETHNIC CATEGORY (check only one)

_____ White (Not of Hispanic origin) _____ Hispanic
_____ Asian/Pacific Islander _____ American Indian/Alaska Native
_____ Black (Not of Hispanic origin) _____ Other – please specify: _____

How did you hear about this job? Please check one.

_____ The Chronicle
_____ Other Newspaper – please specify: _____
_____ Community Agency – please specify: _____
_____ Connecticut Employment Service: _____
_____ Other – please specify: _____

DATE: _____ **SIGNATURE:** _____