

APPLICATION FOR EMPLOYMENT

TOWN OF GROTON

Equal Opportunity Employer



It is the policy of the Town of Groton to provide equal opportunity without regard to race, color, sex, religion, creed, national origin, gender, ancestry, age, pregnancy, gender identity or expression, marital status, sexual orientation, political affiliation or because the employee is a veteran or a qualified individual with a disability. All questions must be answered and application signed.

POSITION DESIRED:		Date of Application					
Last name	First	Middle	Home Phone ()				
Street Address			Mobile/Cell Phone ()				
City, State, Zip			Work/Business Phone ()				
			E-Mail Address				
Have you ever worked for the Town of Groton? If yes, list position(s) held, dates of employment and reason(s) for leaving							
Position: _____ Dates: _____ Reason for leaving: _____							
Position: _____ Dates: _____ Reason for leaving: _____							
Please provide residence information for any place you have lived outside of Connecticut in the past five (5) years:							
When will you be available to begin work?			May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No				
When is the best time to reach you?			Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you have any relatives currently employed by the Town of Groton? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list:			Driver's License Number/Issuing State # _____ / _____ CDL License <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", state your date of birth - mo. ____ day ____ yr. ____ Can you furnish proof of your right to work in the U.S.A.? <input type="checkbox"/> Yes <input type="checkbox"/> No Can you furnish a Statement of Age/Working Paper as appropriate? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If hired, is there anything which would prevent you from reporting to work each day on time and performing the essential functions of the position(s) applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:							
Hours Available	Sun	Mon	Tue	Wed	Thu	Fri	Sat
From							
To							
Total Hours Available per Week: _____							
If hired, would you work: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary							
Are you willing to work more than the regularly scheduled or normal hours for the position, when and as required? <input type="checkbox"/> Yes <input type="checkbox"/> No							

Educational Background

School	Name and location of school	GPA or Class Rank	Course of Study	Number of Years Completed	Did you graduate	Degree or Diploma
High School					Yes _____ No _____	
College					Yes _____ No _____	
Other Education					Yes _____ No _____	

Are you going to school now? _____ Yes _____ No
 If Yes, do you take _____ Day Classes _____ Night Classes

Employment History

The Town of Groton reserves the right to contact prior and current employers. Please give accurate, complete, full-time and part-time employment record. Start with your present or most recent employer. Include military experience if applicable. Do not indicate "see resume."

1 Company Name and Mailing Address	Phone () -
Position held	Employed (Month and Year) From To
Name and Job Title of Supervisor	Reason for Leaving Employment
Describe Your Work	

2 Company Name and Mailing Address	Phone () -
Position held	Employed (Month and Year) From To
Name and Job Title of Supervisor	Reason for Leaving Employment
Describe Your Work	

3 Company Name and Mailing Address	Phone () -
Position held	Employed (Month and Year) From To
Name and Job Title of Supervisor	Reason for Leaving Employment
Describe Your Work	

4 Company Name and Mailing Address	Phone () -
Position held	Employed (Month and Year) From To
Name and Job Title of Supervisor	Reason for Leaving Employment
Describe Your Work	

5 Company Name and Mailing Address	Phone () -
Position held	Employed (Month and Year) From To
Name and Job Title of Supervisor	Reason for Leaving Employment
Describe Your Work	

6 References: List the name, nature, address and telephone number of three references. (References may not be related to you.)

Name/Address	Nature of Reference (e.g., personal, work, volunteer)	Phone Number

7 Certifications & Special Training: List any and all Certifications and/or Special Training and the dates received.

Certification/Special Training	Date initially received	Certification Current?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

8 Please indicate any other relevant training and/or experience you have that is not listed above.

9 Please list any relevant work and/or volunteer experience you have that is not listed above.

DISCLOSURE AND ACKNOWLEDGEMENT OF INTENT TO CONDUCT DRUG TEST

Please be advised that prior to making a decision regarding your hire, the Town of Groton may conduct a urinalysis drug test as part of the application process if required by your job duties and responsibilities. The urinalysis drug test will be performed using a reliable methodology. The results of any such test shall be confidential and shall not be disclosed by the employer or its employees to any person other than any such employee to whom such disclosure is necessary; the results shall be maintained along with other employee medical records.

I certify by my signature below that I have read and reviewed the "Disclosure and Acknowledgement of Intent to Conduct Drug Test," and I understand that I may be required to submit to a drug test as part of the application process.

Date: _____

Signature: _____

Printed Name: _____

**DISCLOSURE AND ACKNOWLEDGMENT REGARDING
AUTHORIZATION TO CONTACT PRIOR AND CURRENT EMPLOYERS**

In processing your application for employment and /or in evaluating you for hire, promotion, continuation or retention in employment, or other employment related purposes, the Town of Groton may obtain information about you from a prior or current Employer.

By signing this notice you are acknowledging receipt and review of this disclosure.

By signing this notice you are also authorizing the Town of Groton or its affiliates or agents to obtain information/opinions about you, from prior or current employers, at any time prior to or during your employment with the Town of Groton or its affiliates or agents for purposes of evaluating you for hire, promotion, continuation or retention in employment or any other permissible employment related purposes.

Date: _____

Signature: _____

Printed Name: _____

**DISCLOSURE OF RIGHTS UNDER THE FAIR CREDIT REPORTING ACT AND
AUTHORIZATION TO OBTAIN CREDIT OR CONSUMER INFORMATION**

In processing your application for employment and/or in evaluating you for hire, promotion, continuation or retention in employment, or other employment related purposes, the Town of Groton may seek credit and/or consumer information about you from a credit reporting agency (CRA) or other sources. This may include the Town of Groton or its affiliates or agents requesting information about your character, general reputation, personal characteristics or mode of living, obtained through personal interviews with neighbors, friends, associates or acquaintances of the consumer. A report containing such information is defined by the Federal Trade Commission as an "investigative consumer report."

The Fair Credit Reporting Act provides you with certain rights whenever an employer or other entity seeks credit or consumer information about you, including information contained in an "investigative consumer report." The attached notice, which is copied from a form developed by the Federal Trade Commission, provides a summary of your rights under the Fair Credit Reporting Act.

By signing this notice you are acknowledging receipt and review of this disclosure and the attached summary of your rights under the Fair Credit Reporting Act.

By signing this notice you are also authorizing the Town of Groton or its affiliates or agents to obtain credit or consumer information about you, including an investigative consumer report, at any time prior to or during your employment with the Town of Groton or its affiliates or agents for purposes of evaluating you for hire, promotion, continuation or retention in employment or any other permissible employment related purposes.

Date: _____ Signature: _____
Printed Name: _____

**DISCLOSURE AND ACKNOWLEDGMENT REGARDING PROOF OF
AUTHORIZATION TO WORK IN THE UNITED STATES**

I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment. I certify by my signature below that I understand that an offer of employment and my continued employment are contingent upon satisfactory proof of my authorization to work in the United States.

Date: _____ Signature: _____
Printed Name: _____

SIGNATURE

I certify that the information given herein is true and complete to the best of my knowledge. I further acknowledge that falsification or omission of any information presented or requested on this application and/or during the interview process may result in rejection of or dismissal from a position.

I understand that this application will be active for a period of 60 days; after that time, if I wish to be considered for employment, I must submit a new application.

I authorize you to make such investigations and inquiries of the information provided herein, and other matters that relate hereto, as may be necessary. I hereby release employers, schools and other persons, institutions and businesses from all liability in responding to inquiries in connection with my application. I understand that if I am offered and accept a position, criminal history conviction information shall be requested by the Town of Groton. I understand that false or misleading information given in my application or during my interviews may result in a refusal to hire, or discharge in the event of employment. I understand and agree that, if hired, my employment is at will. I also understand that if I am hired my employment is for no definite period of time. I may terminate my employment at any time and I may be dismissed at any time without prior notice. I further understand and agree that nothing in this application form shall constitute a contract of employment or shall constitute a contract or a guarantee of employment.

I also understand that any policies or procedures implemented by the Town of Groton in the event of my employment are for purposes of operations only and are not intended to be nor constitute a contract for employment. In addition, I understand that any of these policies or procedures may be changed at any time at the employer's discretion and without notice.

Date: _____

Signature: _____

(A photocopy of this authorization is to be accepted as an original.)

OPTIONAL

In order to comply with certain governmental recordkeeping and reporting requirements for the administration of civil rights laws, applicants are invited to voluntarily self-identify their gender and race/ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement.

Gender: Male Female

Ethnicity (check one):

- Hispanic or Latino – a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Not Hispanic or Latino

Race (check all that apply):

- American Indian or Alaska Native** – a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian** – a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
- Black or African American** – a person having origins in any of the black racial groups in Africa.
- Native Hawaiian or Other Pacific Islander** – a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
- White** – a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.