



Town of Redding, CT

# Application for Employment

*We are 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.*

## PERSONAL INFORMATION

Date: \_\_\_/\_\_\_/\_\_\_

Name \_\_\_\_\_

Last First Middle

Present Address \_\_\_\_\_

Street City State Zip

Permanent Address \_\_\_\_\_

Street City State Zip

Phone Numbers: Home(\_\_\_\_)\_\_\_\_-\_\_\_\_ Cell(\_\_\_\_)\_\_\_\_-\_\_\_\_ Email:\_\_\_\_\_

Referred by \_\_\_\_\_ Are you 18 years of age or older? \_\_Yes\_\_No

## EMPLOYMENT DESIRED

Position: \_\_\_\_\_ Date You Can Start \_\_\_/\_\_\_/\_\_\_ Salary Desired \$ \_\_\_\_\_

Are you Employed Now? \_\_Yes\_\_No If so May We Contact Your Present Employer ? \_\_Yes\_\_No

Ever Applied to This Company/Town Before? \_\_Yes\_\_No Where? \_\_\_\_\_ When? \_\_\_\_\_

## EDUCATION

Name & Location of School	Circle Last Year	Did you Graduate?	Subjects Studies & Degree(s) Received
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HIGH SCHOOL	_____	1 2 3 4	__Yes__No	_____
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COLLEGE	_____	1 2 3 4	__Yes__No	_____
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TRADE, GRADUATE BUSINESS OR CORRESPONDENCE SCHOOL	_____	1 2 3 4	__Yes__No	_____
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## GENERAL

Subjects of Special Study or Research Work \_\_\_\_\_

Job Related Skills (computer, driver's license certifications, etc.) \_\_\_\_\_

## EMPLOYMENT HISTORY

List below your last four employers, starting with the last one first.

Date: Month & Year	Name & Address of Employer	Phone/Email Addresses	Supervisor Name	Salary (upon leaving)	Position	Reason for Leaving
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From/To:

From/To:

Date: Month & Year	Name & Address of Employer	Phone/Email Addresses	Supervisor Name	Salary (upon leaving)	Position	Reason for Leaving
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From/To:

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From/To

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**REFERENCES** List below three persons not related to you, whom you have known at least one year.

Name	Address	Phone & Email Address	Position	Years Acquainted
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1)

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2)

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3)

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**If you are to be hired by the Town of Redding, 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 of Redding.

I understand that any employment is conditioned on a background check. I authorize the Town of Redding 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 of Redding, without giving me prior notice of such disclosure. In addition, I release the Town of Redding, any former employers and all references listed above 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 of Redding. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Town of Redding unless made in writing by an authorized Town of Redding representative.**

If I am offered employment I agree to submit to a medical examination and drug test, if required, before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Town of Redding and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Town of Redding the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, if required, and if I am hired a condition of my employment will be that I abide by the Town of Redding’s Drug and Alcohol policy.

I understand that acceptance of this form does not indicate there is a position open and does not obligate the Town of Redding to hire. If hired, I agree to abide by all Town of Redding work rules, policies and procedures. The Town of Redding retains the right to revise its policies or procedures, in whole or in part, at any time.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_