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 in 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
HIGH SCHOOL	_____	1 2 3 4	__Yes __No	_____ _____
COLLEGE	_____	1 2 3 4	__Yes __No	_____ _____
TRADE, GRADUATE BUSINESS OR CORRESPONDENCE SCHOOL	_____ _____ _____	1 2 3 4	__Yes __No	_____ _____ _____

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**	**Position**	**Reason for Leaving**
From/To:					
From/To:					

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

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
1)				
2)				
3)				

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 of 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:** _____