



APPLICATION FOR EMPLOYMENT

POSITION: _____ CLOSING DATE: _____

NAME: _____ TELEPHONE _____

ADDRESS: _____
(Street, City/Town, State, Zip)

E-MAIL ADDRESS: _____

Date of Birth if you are under the age of 25: _____ *(Many of our positions have age requirements)*

Do you hold a valid license for the operation of a motor vehicle in Connecticut? _____

EDUCATION

| School Last Attended | Name & Address | Highest Grade Level Attained | Diploma/Degree |
|--|----------------|------------------------------|----------------|
| High School | | | |
| College | | | |
| Business School | | | |
| Technical School | | | |
| Other specialized education or Armed Forces Service: | | | |

Are you prevented from lawfully becoming employed in this country because of Visa and Immigration Status? _____ (Proof of citizenship or immigration status will be required upon employment).

Have you any objection to our making inquiry of your Present Employer regarding your character, qualifications, etc.? _____

Have you ever been convicted of a felony and/or are you a convicted sex offender? _____ If yes, please explain on reverse side.

APPLICANT'S STATEMENT: I certify that answers given herein are true and complete to the best of my knowledge. I authorized investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that neither this document nor any offer of employment from the employer constitutes an employment contract, unless a specific document to that effect is executed by the employer and employee in writing. In the event of employment, I agree to a criminal background check and further understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature

Date

CERTIFICATIONS/EXPERIENCE/REFERENCES

CERTIFICATIONS:

1. Circle those certifications that you currently hold:

W.S.I. L.G.T. C.P.R. 1ST AID

2. List any other certifications you currently hold: _____

3. If selected, when will you be available for an interview? (Dates) _____

PARKS & RECREATION EXPERIENCE:

Have you had previous experience in a Parks & Recreation Department? Yes _____ No _____ If yes, please describe:

Have you had previous experience working with children, teens or adults? Please describe your responsibilities.

Please describe your reasons for seeking employment in the South Windsor Parks & Recreation Department. _____

REFERENCES:

List at least one employer and two personal references who are not related.

1. Name _____

Address _____

Occupation _____ Phone _____ Relationship _____

2. Name _____

Address _____

Occupation _____ Phone _____ Relationship _____

3. Name _____

Address _____

Occupation _____ Phone _____ Relationship _____

EMPLOYMENT RECORD

Please list jobs in reverse order with most recent first. If you are currently employed, start with your present position.

1. Name & Address of Employer: _____

Date of Employment: From: _____ To: _____
Annual Salary: _____ Reason for Leaving: _____
Type of work performed: _____

2. Name & Address of Employer: _____

Date of Employment: From: _____ To: _____
Annual Salary: _____ Reason for Leaving: _____
Type of work performed: _____

3. Name & Address of Employer: _____

Date of Employment: From: _____ To: _____
Annual Salary: _____ Reason for Leaving: _____
Type of work performed: _____

4. Name & Address of Employer: _____

Date of Employment: From: _____ To: _____
Annual Salary: _____ Reason for Leaving: _____
Type of work performed: _____

TOWN OF SOUTH WINDSOR
VOLUNTARY SELF-IDENTIFICATION FORM

Name (Last, First, Middle Initial):

Date:

Position Applied For:

The Town of South Windsor is an equal opportunity employer, and applicants are considered for employment without regard to race, gender, or any other legally protected status. As an equal opportunity employer, the Town complies with all relevant government regulations and affirmative action responsibilities. Solely to help us with record keeping, reporting, and other legal requirements, we invite you to complete this self-identification form.

The provision of this information is on a voluntary basis. This form will be maintained in a confidential file separate from the employment application and will not be used as consideration for employment. Whether you provide this information or not, you will not be subject to adverse treatment.

Gender: _____ Male _____ Female

RACE/ETHNICITY

_____ **White (Not of Hispanic origin)** – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

_____ **Black (Not of Hispanic origin)** – All persons having origins in any of the Black racial groups of Africa.

_____ **Hispanic** – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

_____ **Asian or Pacific Islander** – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

_____ **American Indian or Alaskan Native** – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.