



South Windsor Parks & Recreation Department
 91 Ayers Road
 South Windsor, CT 06074-2786

Telephone (860) 648-6355
 Fax (860) 648-5048

APPLICATION FOR EMPLOYMENT

POSITION: _____ CLOSING DATE: _____

NAME: _____ TELEPHONE _____

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

E-MAIL ADDRESS: _____

Do you meet the age requirements for the position to which you are applying? _____

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

_____ **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

_____ **White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

_____ **Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.

_____ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

_____ **Asian (Not Hispanic or Latino)** - 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, and Vietnam.

_____ **American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

_____ **Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.