



APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer

TOWN OF PLAINVILLE
HUMAN RESOURCES DEPARTMENT
1 CENTRAL SQUARE
PLAINVILLE, CT 06062

The Town of Plainville (the "Town") is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis prohibited by law. The Town considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.

PERSONAL INFORMATION

APPLICANT'S NAME (LAST, FIRST, MIDDLE)			
STREET ADDRESS	CITY/TOWN	STATE/ZIP	HOW LONG?
TELEPHONE NUMBER (HOME)		TELEPHONE NUMBER (WORK/CONTACT)	

Are you either a U.S. citizen or an alien authorized to work in the United States? Yes _____ No _____

If your authorization to work in the United States is subject to expiration, when will it expire? _____

If employment is offered, can you produce documentation required by law to establish work authorization and identity?
Yes _____ No _____

Are you prevented from lawfully becoming employed in the U.S. because of visa or immigration status? Yes _____ No _____

GENERAL INFORMATION

Position(s) applied for: _____

Are you available to work (check one):
Full-time _____ Part-Time _____ Seasonal _____ Summer Youth _____

On what date would you be available to start work? _____

Are you related by blood or marriage to any employee or elected official of the Town of Plainville? Yes _____ No _____

If yes, please name: _____

Have you ever applied to, or worked for the Town of Plainville before? Yes _____ No _____

If yes, under what name, dates of employment and department? _____

Are you currently on "lay-off" status and subject to recall? Yes _____ No _____

Can you work overtime? Yes _____ No _____

Can you travel if your job requires it? Yes _____ No _____

Have you ever been dismissed, involuntarily terminated or forced to resign from employment? Yes _____ No _____

If yes, please explain. _____

EMPLOYMENT HISTORY

List below, chronologically (most recent dates first) each place you were employed, omitting none (attach additional sheet(s) if necessary). Give correct, full addresses, and dates of non-employment in proper sequence. Include all part-time employment, job-related military service assignments and job-related volunteer activities.

IMPORTANT: May we contact your present employer? YES _____ NO _____

Name of Employer _____		Job Title _____	
Address _____		City _____	State _____
Zip Code _____			
Dates of Employment: From _____ to _____ Month Year To _____ to _____ Month Year	Name and Title of Supervisor _____		Telephone Number _____
Salary:	Description of duties, responsibilities, and significant accomplishments:		
Starting \$ _____ per _____	_____		
Ending \$ _____ per _____	_____		
# Hrs. Worked Weekly _____	Reason Left Employment: _____		

Name of Employer _____		Job Title _____	
Address _____		City _____	State _____
Zip Code _____			
Dates of Employment: From _____ to _____ Month Year To _____ to _____ Month Year	Name and Title of Supervisor _____		Telephone Number _____
Salary:	Description of duties, responsibilities, and significant accomplishments:		
Starting \$ _____ per _____	_____		
Ending \$ _____ per _____	_____		
# Hrs. Worked Weekly _____	Reason Left Employment: _____		

Name of Employer _____		Job Title _____	
Address _____		City _____	State _____
Zip Code _____			
Dates of Employment: From _____ to _____ Month Year To _____ to _____ Month Year	Name and Title of Supervisor _____		Telephone Number _____
Salary:	Description of duties, responsibilities, and significant accomplishments:		
Starting \$ _____ per _____	_____		
Ending \$ _____ per _____	_____		
# Hrs. Worked Weekly _____	Reason Left Employment: _____		

EDUCATION

LEVEL	SCHOOL NAME AND ADDRESS	YEARS COMPLETED	DIPLOMA/ DEGREE?
Junior High		6 7 8	
High School		9 10 11 12	
College		1 2 3 4	
Graduate/ Professional/ Trade/Business			

High School Equivalency Diploma (GED)? Date _____ Number _____

Course of Study in Post-Secondary Education: _____

Describe any specialized training, apprenticeship, computer skills, extra-curricular activities, academic scholarships/awards related to the job for which you are applying:

Describe any other training or professional licenses, special courses, work training programs, or armed forces training related to the job for which you are applying. Give name and location where training was given, certificate (if any), subject of training, number of hours weekly, and other relevant details.

REFERENCES

Give the names of three persons not related to you whom you have known at least one year.

1. _____

Name	Address	Phone	Relationship
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2. _____

Name	Address	Phone	Relationship
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3. _____

Name	Address	Phone	Relationship
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State any additional information you feel may be helpful to us in considering your application:

IN CASE OF EMERGENCY PLEASE NOTIFY:

<u>NAME</u>	<u>PHONE</u>	<u>RELATIONSHIP</u>
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PRE-EMPLOYMENT CHECKS AND TESTING

Equal Opportunity Employer

TOWN OF PLAINVILLE

HUMAN RESOURCES DEPARTMENT

1 CENTRAL SQUARE

PLAINVILLE, CT 06062

AT-WILL EMPLOYMENT DISCLAIMER AND APPLICANT'S AGREEMENT AND CERTIFICATION

I certify that the answers given in this application are true to the best of my knowledge.

I understand that the use of this application form does not indicate that there are any positions open and does not in any way obligate the Town of Plainville.

I understand that should I be granted an interview, no representations that may be made at the interview are to be construed as creating any obligation, promise or contract on behalf of the Town. **Further, in consideration of my employment, I agree to conform to the policies and procedures of the Town, as they may from time to time be implemented or revised, and that, subject to any applicable collective bargaining agreement, my employment and compensation can be terminated with or without cause, and with or without notice, at any time, for any lawful reason or for no reason at all at the option of either the Town or myself.** It is further understood that this "**at-will**" employment relationship may not be changed by any written document or by conduct unless the Town Manager specifically acknowledges such change in writing. I understand that no supervisory, management or any other employee of the Town has any authority to make a commitment of guaranteed or continuing employment to me, and no document or publication of this Town should be interpreted to make such a guarantee.

I understand that false or misleading information given in my application, resumes, interview(s) or during the course of my employment may result in withdrawal of a job offer or discipline up to and including termination of employment, whenever the omission or falsehood is discovered.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I will be subject to a drug test and/or a medical examination that I must pass before I commence work.

I have read, understood and agree to the foregoing.

Applicant's Signature: _____ **Date:** _____

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AUTHORIZATION TO COLLECT BACKGROUND INFORMATION

I have applied for employment with the Town of Plainville. I authorize investigation of all statements contained in my application for employment as may be necessary in arriving at an employment decision. I authorize representatives of the Town to obtain pertinent information from my previous employers, references, and other persons with knowledge of my work history and background, financial history, education, regulatory or police records, driving records, licensing status or professional designation, and character or reputation, and to consider the information provided by the background check when making decisions regarding my employment at the Town.

I authorize all previous employers, references or other persons having knowledge of my record or myself to release such information to the Town, and hereby release all persons from liability for any damage that may result from furnishing such information to the Town.

A photocopy of this authorization may be accepted in lieu of the original.

Signature: _____ Print Name: _____

Print Former Name(s): _____

Date: _____

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**NOTICE OF BACKGROUND CHECK AND
FAIR CREDIT REPORTING ACT DISCLOSURE**

As part of the interview process, the Town of Plainville may conduct a background check. If you are hired, the Town may also conduct a background check in deciding whether to continue your employment and when making other employment-related decisions directly affecting you. As part of the background check, the Town may obtain a “consumer report” from a “consumer reporting agency.” These terms are defined in the Fair Credit Reporting Act (“FCRA”), which applies to you. A consumer report includes information regarding such issues as your credit standing, criminal record, motor vehicle record, character and reputation. If the Town obtains a “consumer report” about you, and considers any information in the “consumer report” when making an employment-related decision that directly and adversely affects you, you will be provided with a copy of the report before the decision is finalized. You may also contact the Federal Trade Commission in Washington, D.C., about your rights under the FCRA as a consumer with regard to “consumer reports” and the “consumer reporting agencies” that prepare these reports. Your signature below authorizes the Town to obtain consumer reports regarding you from consumer reporting agencies in connection with your application and during the course of your employment. To perform the background check, please provide the following information:

Social Security No.: _____ - _____ - _____

Driver’s License No: _____ State: _____

Print Name: _____

Any Other Names by Which You Have Been Known? _____

Signature: _____

Date: _____

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CRIMINAL BACKGROUND CHECK

NOTE: THIS PORTION OF THE APPLICATION WILL ONLY BE REVIEWED BY MEMBERS OF THE HUMAN RESOURCES DEPARTMENT (OR THE PERSON(S) IN CHARGE OF EMPLOYMENT) AND ANYONE INVOLVED IN INTERVIEWING THE APPLICANT.

Have you ever been convicted of or pleaded guilty or nolo contendere (no contest) to, a violation of any state, federal, county or municipal law? (Do not include minor traffic violations) Yes _____ No _____

If yes, please give information regarding the nature of the charge, the date and location of conviction and the final disposition of the case:

Applicants are not required to disclose the existence of an arrest, criminal charge or conviction for which records have been “erased.” The types of records subject to erasure under Connecticut law are as follows: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or “nolled”; (d) a criminal charge for which the person was found not guilty; and (e) a conviction for which the person received an absolute pardon. Any applicant whose criminal records were erased will be considered to have never been arrested and may so swear under oath.

I understand that the information provided above will not necessarily result in the rejection of my application, but that the nature of the information will be considered as it relates to the performance of the job duties in question and in light of the requirements of state and federal law.

Applicant’s Signature: _____

Date: _____

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NOTICE TO APPLICANTS REGARDING PRE-EMPLOYMENT DRUG TESTING

Any individual applying for employment with the Town of Plainville (the "Town") shall submit to a urinalysis drug test as a mandatory part of the employment application process. This notice serves as a written statement of the Town's intention to conduct such testing as part of the application process. The testing will be conducted by a certified laboratory/testing service selected by the Town, in accordance with the procedures required by applicable state and federal regulations. Additionally, the Town of Plainville requires successful completion of a urinalysis drug test if it has reasonable suspicion that an employee is under the influence of drugs or alcohol which adversely affects or could adversely affect the employee's job performance. The Town of Plainville also requires employees in occupations that have been designated as safety-sensitive by the State of Connecticut to undergo random urinalysis drug testing.

Tested applicants will be given a copy of any positive test result. All test results shall be considered confidential by the Town and shall not be disclosed to the employees of the Town, or any other person, other than to those persons for whom such disclosure is necessary. Positive test results, or a refusal to sign this consent form and participate in pre-employment drug testing, shall be grounds for denial of employment. Arrangements for testing will be made by a representative of the Town, in consultation with each applicant. Cooperation in scheduling the testing is important for processing an application.

By signing below, you consent to be drug tested and acknowledge you have thoroughly read the foregoing notice and policy, and you understand and agree that in order to be considered for employment with the Town, you will comply in full with the Town's drug testing policy.

Applicant Signature

Date

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**TO BE COMPLETED FOR POLICE APPLICANTS ONLY
ADDITIONAL EXAMS AND TESTING**

Do you understand that as part of the testing process you will be required to submit to a polygraph examination, psychological examination and fingerprinting as well as a physical fitness test, a physical examination and drug testing?

Yes

No

Signature _____

My signature below certifies that the information provided in this application is correct and truthful. I realize that falsifying any information on this application may be grounds for rejection of this application or termination of employment. I also give consent to the Town of Plainville to check previous employers, educational records, and references and release you from any liability that might arise from such disclosures. I further understand that the acceptance of this application does not constitute an employment agreement. Failure to completely fill out this application may result in my disqualification from any further consideration for employment.

I ACKNOWLEDGE THAT I HAVE READ THIS INFORMATION AND THAT I UNDERSTAND THE REQUIREMENTS FOR EMPLOYEMENT WITH THE TOWN OF PLAINVILLE.

Signature

Date

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FOR POLICE APPLICANTS ONLY

NOTE: You must be at least 20 years old to take this test. By law, you must be at least 21 years old to attend the Municipal Police Training Academy, and all new police recruits MUST attend the academy. Therefore, you must be 21 years of age to attend at the time you are hired.

IMPORTANT:

APPLICATION FEE OF \$15.00 WILL BE COLLECTED AT TIME OF POLICE TESTING (CASH OR MONEY ORDER – NO PERSONAL CHECKS).

YOUR APPLICATION MUST BE BROUGHT OR MAILED TO THE ADDRESS BELOW. YOU WILL BE CALLED WITH A TEST TIME & DATE.

**TOWN OF PLAINVILLE
HUMAN RESOURCES DEPARTMENT
ONE CENTRAL SQUARE
PLAINVILLE, CT 06062**

OR

**PLAINVILLE POLICE DEPARTMENT
19 NEAL COURT
PLAINVILLE, CT 06062**

IF YOU HAVE ANY QUESTIONS, CALL THE TOWN OF PLAINVILLE, HUMAN RESOURCES DEPARTMENT AT (860) 793-0221.

THE TOWN OF PLAINVILLE IS AN ACTIVE EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

PRE-EMPLOYMENT CHECKS AND TESTING

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**VOLUNTARY INFORMATION
FOR GOVERNMENT MONITORING PURPOSES**

The information below is needed to measure the effectiveness of our recruitment efforts and is in conformity with federal government guidelines, which require us to compile statistical information about applicants for employment. You are not required to furnish this information, but are encouraged to do so. The law provides that an employer may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish it, under federal regulations, this employer is required to note race and sex on the basis of visual observation or surname.

This Voluntary Information Sheet will be kept in a confidential file separate from the Application for Employment.

POSITION APPLIED FOR: _____

I wish to furnish this information _____ (Please Print Name) _____

I do not wish to furnish this information _____ (Please Print Name) _____

Please check appropriate line: _____ Male _____ Female

ETHNIC CATEGORY (Check only one)

- _____ White (Not of Hispanic origin)
- _____ Asian/Pacific Islander
- _____ Black (Not of Hispanic origin)
- _____ Hispanic
- _____ American Indian/Alaska Native
- _____ Other – please specify: _____

How did you hear about this job? Please check one.

- _____ Hartford Courant
- _____ Other Newspaper – please specify: _____
- _____ Professional Journal – please specify: _____
- _____ Community Agency – please give name: _____
- _____ Connecticut Employment Service: _____
- _____ Other – please specify: _____

DATE: _____

SIGNATURE: _____