

APPLICATION FOR EMPLOYMENT

(Pre-Employment questionnaire) (An Equal Opportunity Employer)

PERSONAL INFORMATION

DATE: _____

NAME: _____ SS#: _____
LAST FIRST MI

ADDRESS: _____
STREET CITY STATE ZIP

PHONE #: _____ ARE YOU 18 YEARS OLD OR OLDER? yes no

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? yes no

EMPLOYMENT DESIRED

POSITION: _____ SALARY DESIRED: _____

CURRENTLY EMPLOYED? yes no IF SO, MAY WE CONTACT EMPLOYER? yes no

DESIRED START DATE: _____ REFERRED BY: _____

EDUCATION

| | NAME & LOCATION OF SCHOOL | # YEARS ATTENDED | DID YOU GRADUATE | SUBJECTS STUDIED |
|----------------|---------------------------|------------------|------------------|------------------|
| GRAMMER SCHOOL | | | | |
| HIGH SCHOOL | | | | |
| COLLEGE | | | | |
| OTHER | | | | |

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK: _____

SPECIAL SKILLS: _____

ACTIVITIES: (Civic, Athletic, Etc.) : _____

EXCLUDE ORGANIZATIONS THAT THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS

U.S. MILITARY SERVICE: _____

RANK: _____ PRESENTLY ENLISTED? yes no

FORMER EMPLOYERS (List below the last three employers, starting with the most recent)

| EMPLOYMENT DATES | NAME & ADDRESS OF EMPLOYER | POSITION | REASON FOR LEAVING |
|------------------|----------------------------|----------|--------------------|
| START: | | | |
| END: | | | |
| START: | | | |
| END: | | | |
| START: | | | |
| END: | | | |

WHICH OF THESE JOBS DID YOU LIKE BEST? _____

WHAT DID YOU LIKE MOST ABOUT THIS JOB? _____

REFERENCES (Give the names of three persons, not related to you, whom you have known for at least one year)

| NAME | CONTACT INFORMATION | OCCUPATION/BUSINESS | YEARS KNOWN |
|------|---------------------|---------------------|-------------|
| | | | |
| | | | |
| | | | |

I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN ITS PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING

APPLICANT SIGNATURE: _____

DATE: _____

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: _____ DATE: _____

REMARKS: _____

NEATNESS: _____

ABILITY: _____

HIRED yes no POSITION: _____ DEPT: _____

SALARY/WAGE: _____ START DATE: _____

APPROVALS 1.) _____ 2.) _____ 3.) _____
DEPARTMENT HEAD HUMAN RESOURCES FIRST SELECTMAN

Town of Windsor Locks

Affirmative Action

Each applicant for employment with the Town of Windsor Locks is requested to provide the following voluntary information to be used solely for Affirmative Action reporting purposes. It will be detached when your application is filed and the information on it will be kept confidential and will not be considered in the employment process.

1. Ethnic Group (please circle one)

White Black or African American Hispanic or Latino American Indian or
Alaska Native Asian Native Hawaiian or other Pacific Islander
Two or more races

2. (Please circle one) Male Female

3. Age: (please circle one) 16 or less 17-25 26-40 41-65
66+

4. Type of work desired (please circle one preference)

Administrative (Managerial or Dept, etc.)

Professional

Technical

Protective Service

Office/clerical

Skilled craft

Service/Maintenance

Summer employment

5. I applied to the Town of Windsor Locks in response to: (Please circle one)

Advertisement _____ (name of publication)

Community or professional organization or Agency
Name: _____

Referred by a Town employee

Website _____ (specify which site)