



Town Hall  
200 Spielman Highway Burlington, CT 06013

## APPLICATION FOR EMPLOYMENT

The Town of Burlington, CT (hereafter "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 citizenship status, military or veteran status, sexual orientation, genetic information, or any other legally protected status or characteristic. The Town is committed to providing equal opportunity in compliance with all applicable laws.

### PERSONAL INFORMATION

|   |  |            |  |          |  |
|---|--|------------|--|----------|--|
| Last Name                                     |  | First Name |  | Middle   |  |
| Address: Number                               |  | Street     |  | City     |  |
|   |  |            |  | State    |  |
|   |  |            |  | Zip Code |  |
| Telephone Number(s): Home                     |  | Work       |  | Cell     |  |
|   |  |            |  |          |  |
| Email Address:                                |  |            |  |          |  |
| Please circle best source above to reach you. |  |            |  |          |  |

How did you hear about us?  Newspaper  Internet  Other \_\_\_\_\_

Are you related to any current or former Town of Burlington employee?  Yes  No

If yes, list their name \_\_\_\_\_

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

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

### EMPLOYMENT DESIRED

Position(s) applied for: \_\_\_\_\_

On what date would you be available to work? \_\_\_\_\_ Are you available to work:  Full-time  Part-time

If Part-time, what days and hours would you be available to work? \_\_\_\_\_

Can you work overtime if your job requires it?  
 Are there any hours or days you cannot or will not work? If yes, please explain.

Yes  No  
 Yes  No

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EDUCATION AND TRAINING

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|                                  | Name and Address of School | Course of Study | Years Completed | Diploma/Degree |
|----------------------------------|----------------------------|-----------------|-----------------|----------------|
| Secondary School                 |                            |                 | 5 6             |                |
| High School, Prep School         |                            |                 | 9 10 11 12      |                |
| College, University              |                            |                 | 1 2 3 4         |                |
| Graduate, Trade, Business School |                            |                 |                 |                |

Describe any specialized training, licenses or certifications: \_\_\_\_\_

Has any license or certification you have held been surrendered, suspended or revoked for any reason? If so, please explain: \_\_\_\_\_

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EMPLOYMENT EXPERIENCE

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

If yes, please explain: \_\_\_\_\_

Starting with your **most recent employment**, provide your complete employment history for the past 10 years. Include any job-related military service assignments and volunteer activities. Please be aware that your current employer may be contacted unless you ask us not to do so. If you provide a resume that contains some of the requested information, you must nonetheless complete the fields marked by an asterisk (\*).

Employer\* \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Telephone Number(s) \_\_\_\_\_

\_\_\_\_\_ Job Title \_\_\_\_\_

Duties & Accomplishments \_\_\_\_\_

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Supervisor (Name and Title) \_\_\_\_\_

Reason for leaving/if applicable\* \_\_\_\_\_

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Employer\* \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_ Job Title \_\_\_\_\_

Duties & Accomplishments \_\_\_\_\_

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Supervisor (Name and Title) \_\_\_\_\_

Reason for leaving\* \_\_\_\_\_

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Employer\* \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_ Job Title \_\_\_\_\_

Duties & Accomplishments \_\_\_\_\_

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Supervisor (Name and Title) \_\_\_\_\_

Reason for leaving\* \_\_\_\_\_

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Employer\* \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_ Job Title \_\_\_\_\_

Duties & Accomplishments \_\_\_\_\_

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Supervisor (Name and Title) \_\_\_\_\_

Reason for leaving\* \_\_\_\_\_

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Employer\* \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_ Job Title \_\_\_\_\_

Duties & Accomplishments \_\_\_\_\_

Supervisor (Name and Title) \_\_\_\_\_

Reason for leaving\* \_\_\_\_\_

(If you need additional space, please continue on back of application or attach additional sheets.)

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### REFERENCES

Please provide names of 3 professional references, not related to you, whom you have known at least one year and/supervisors.

| <u>NAME</u> | <u>TITLE</u> | <u>HOME PHONE</u> | <u>BUSINESS PHONE</u> |
|-------------|--------------|-------------------|-----------------------|
| 1. _____    | _____        | _____             | _____                 |
| 2. _____    | _____        | _____             | _____                 |
| 3. _____    | _____        | _____             | _____                 |

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### SKILLS AND EXPERIENCE

State any other skills or experience relevant to the job for which you are applying that you think may be helpful to us in considering your application:

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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### 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 Burlington, CT (hereafter "Town").

*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 my employment and compensation are "at-will" and can be terminated with or without cause at any time for any lawful reason at the option of either the Town or myself.* 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 that in any way would limit the Town's right to terminate my employment at will. I understand that no supervisory, management or any other employee at the Town, except for the First Selectman, has any authority to make a commitment of guaranteed or continuing employment to me, and no document or publication of the Town or conduct of anyone at the Town should be interpreted to make such a guarantee, unless the First Selectman specifically acknowledges such change in writing.

I understand that misrepresentations, falsifications, or material omissions given in my application, resume, interview or during the course of my employment may result in withdrawal of a job offer or corrective action up to

and including termination of employment, whenever the omission or falsification 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 may be subject to a re-employment drug screen.

**I have read, understood and agree to the foregoing.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date