TOWN OF WILLINGTON

APPLICATION FOR EMPLOYMENT

The Town of Willington is an Equal Opportunity / Affirmative Action Employer. It is the policy of the Town of Willington to provide equal employment opportunities without consideration of race, color, religion, age, gender, marital status, national origin, genetic information, veteran status, sexual orientation or any other legally protected status.

Please answer all questions and print legibly

Position(s) applied for:	Date	Date of application:		
General	Information:			
Name:			_	
Last	First			Middle
Address:				
Social Security #				
Telephone number: (Please mark the best nu Home:				
Cell:	ema	il addre	ss:	
# of years at the above address:				
If you are under 18 years of age, can y	ou provide require	d proof	of your	eligibility to work?
(please circle)		У	n	
Have you ever filed an application wit	th us before?	y	n	if yes, when?
Have you ever been employed with us	s before?	y	n	if yes give date:
Are you available to work:	Part-time	Full	-time	Temporary
Are you currently employed?		У	n	- ,
May we contact your present employer?		y	n	
Are you currently on õlay-offö status a	and subject to recal	1? y	n	
Are you prevented from lawfully become	oming employed in	this cou	untry be	cause of VISA or
immigration status?		y	n	
*Proof of citizenship or immigration status w	ill be required upon en	ıploymen	ıt	
Can you travel if a job requires it?		У	n	
Can you work overtime if the job requ		У	n	
Do you have any friends or relatives v	_	y	n	
If yes, please list name and relationship	p to you:			
Have you been convicted of a felony v	•		у	n
Conviction will not necessarily disqua	uijy an applicant fr	om emp	noymen	t:
If yes, please explain:				

EDUCATION:

Name/Address

	of school	Study	Completed	Degree	
High School/					
Prep					
College					
Graduate/Profession					
TradeOr Other					
U.S. Military or Naval	Service:		embership in Nati Reserves		
Rank:					
List any scholastic honors earned in high school, college or graduate school: If you did not graduate, explain your reasons for leaving:					
Are you planning to p	ursue further studies?	Y	N		
The you planning to p	disac fartifer studies:	1	11		
If yes, where and wha	t courses?				
Describe any job relat	red training received in the	United States M	ilitary or Naval Se	rvice:	
	o describe your interests ar he Town. If you need mor				

Course of

Years

Diploma/

Employment Experience

Start with your present or last job. Include any self-employment, summer and part time jobs, job related military service assignments and volunteer activities. If you need additional space, please continue on back:

Employer:	Dates employed: From:To:
Address	Salary: (Start)(End)
Job Title:	Telephone Number
Supervisor Name:	May we contact your present Employer?
Duties and Accomplishments:	
Reason for leaving:	
Employer:	Dates employed: From:To:
Address	Salary: (Start)(End)
Job Title:	Telephone Number
Supervisor Name:	
Duties and Accomplishments:	
Reason for leaving:	
Employer:	Dates employed: From:To:
Address	Salary: (Start)(End)
Job Title:	Telephone Number
Supervisor Name:	
Reason for leaving:	
If you need additional space, p	lease continue on a separate sheet of paper.
	vic activities and offices held: You may exclude membership e, ancestry, disability or other protected status
Have you ever been dismissed, involuntar or forced to resign from employment?	rily terminated y n
If yes, please explain:	

State any additional information you feel may be helpful to us in considering your application:				
·	er qualifications or specialized sk	ills you have obtained from employment or		
References:				
Name	Address	Phone Number		
Name	Address	Phone Number		
Name	Address	Phone Number		
If hired what date	would you be available to comp	nence employment?		

Applicant's Statement:

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I further understand that the use of this application form does not in any way obligate the Town of Willington.

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 of Willington. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with our without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. No supervisory, management or any other employee of the Town of Willington has the authority to make a commitment of guaranteed employment to me, and no document or publication of the Town of Willington shall interpret to make such a guarantee.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by the policies and procedures of the Town of Willington.

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

Signature of Applicant	Date		
FO	OR PERSONNEL DEPAR	TMENT USE ONLY:	
Arrange Interview:	Y	N	
Remarks:			
Employed:Y Job Title:	N Hourly Rate/Salary	Date of Employment Dept:	
By:			