

# Town of Old Lyme

52 Lyme Street  
Old Lyme, CT 06371

## APPLICATION FOR EMPLOYMENT

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

### PERSONAL INFORMATION

<i>Last Name</i>	<i>First Name</i>	<i>Middle</i>	
<i>Address Number Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Social Security Number</i>	<i>Email Address</i>		
<i>Cell Phone</i>	<i>Home Phone</i>	<i>Work Phone</i>	

How did you first learn about the position for which you are applying?

*Newspaper*       *Internet*       *Other* \_\_\_\_\_

Are you a US Citizen or alien authorized to work in the United States?

*Yes*       *No*

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status?

*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: \_\_\_\_\_

Date available to begin work: \_\_\_\_\_

Please indicate your availability:       *Full-Time*       *Part-Time*

Hourly Rate / Salary desired: \_\_\_\_\_

Are you able and willing to work overtime if your job requires it?

*Yes*       *No*

Are you able and willing to travel if your job requires it?

*Yes*       *No*



**EDUCATION AND TRAINING**

	<i>Name/Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma/Degree</i>
Secondary/High School			9 10 11 12	
College/University			1 2 3 4	
Graduate/ Business School				
Professional Trade/Other				

Scholastic Average at each University: \_\_\_\_\_

Academic Scholarships/Awards: \_\_\_\_\_

Describe any licenses, certifications, and/or specialized training you have received:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ADDITIONAL INFORMATION**

Provide any additional information you feel may be helpful in considering your application:

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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## EMPLOYMENT HISTORY

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Provide your complete employment history for the past 15 years. Do not omit any jobs. Include any job-related military service assignments and volunteer activities. If you will require additional space, please print additional copies of page 5 or continue on the back of the page.

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

Address \_\_\_\_\_ Phone \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_

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

Supervisor's Name & Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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

Address \_\_\_\_\_ Phone \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_

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

Supervisor's Name & Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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

Address \_\_\_\_\_ Phone \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_

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

Supervisor's Name & Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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**EMPLOYMENT HISTORY CONT.**

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

Address \_\_\_\_\_ Phone \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_

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

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Supervisor's Name & Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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

Address \_\_\_\_\_ Phone \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_

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

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Supervisor's Name & Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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

Address \_\_\_\_\_ Phone \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_

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

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Supervisor's Name & Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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**REFERENCES**

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<i>Name</i>	<i>Address</i>	<i>Telephone Number(s)</i>
1	_____	_____
2	_____	_____
3	_____	_____

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**EMERGENCY CONTACT**

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<i>Name</i>	<i>Relationship</i>	<i>Telephone Number(s)</i>
1	_____	_____
2	_____	_____

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

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I certify that the information provided in this application is true and accurate to the best of my knowledge.

I understand the use of this application form does not indicate there are any open positions and does not in any way obligate the Town ("Employer").

I understand that should I be granted an interview, no representations that may be made during the interview are to be construed as creating an obligation, promise, or contract on behalf of the Town. Further, in consideration of 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 can be terminated with or without cause or notice, at any time and 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 First Selectman of the Town specifically acknowledges such change in writing. I understand that no supervisor, member of management, or any other employee of the Town has any authority to make a commitment of guaranteed or continued employment to me, and no document or publication of this Employer should be interpreted to make such a guarantee.

I understand that false or misleading information given in my application, resume, 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 may be subject to a drug test and/or medical examination and that I must pass before I commence work.

I have read, understand, and agree to the foregoing.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

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## CRIMINAL BACKGROUND

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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 plead guilty or no contest (nolo contendere) to a violation of any state, federal, county, or municipal law (excluding minor traffic violations)?  *Yes*  *No*

If yes, please explain:

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Applicants are not required to disclose the existence of an arrest, criminal charge, or conviction for which records have been erased (expunged). 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 (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 state.

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.

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*Signature of Applicant*

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*Date*

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

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As part of the interview process, the Town 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 contained therein when making an employment related decision that directly and adversely affects you, you will be provided a copy of the report before the decision is finalized. As a consumer, you may also contact the Federal Trade Commission in Washington, D.C. about your rights under the FCRA with regard to "consumer reports" and the "consumer reporting agencies" that prepare these reports.

Your signature below authorizes the Town and any of its agents to obtain consumer reports regarding you from consumer reporting agencies in connection with your application and during the course of your employment. Please note that if you have placed a "freeze" on your credit file in conjunction with the Connecticut law that permits such a restriction on accessing your information, you will be required to lift the freeze for the Town to obtain any background check report to complete the employment application process. A delay in lifting the freeze may delay or halt the processing of your employment application.

To perform the background check, please provide all of the following information:

Name (please print) _____	Other Name(s) Used _____
Social Security No. _____	Date of Birth _____
Driver's License No. _____	Issuing State _____

*Provide minimum of 7 years residential history below and length of time at each (do not use PO Boxes)*

Current	_____	# of Yrs/Mos	_____
	<i>Street</i>	<i>City</i>	<i>State</i> <i>Zip</i>
Previous	_____	# of Yrs/Mos	_____
	<i>Street</i>	<i>City</i>	<i>State</i> <i>Zip</i>

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**AUTHORIZATION TO COLLECT BACKGROUND CHECK INFORMATION**

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I have applied for employment with the Town of Old Lyme. I authorize investigation of all statements contained in this 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 obtained while conducting the background check when making decisions regarding my application, and if hired, my employment. 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.

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*Signature of Applicant* \_\_\_\_\_ *Date* \_\_\_\_\_