

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 or civil union party status, veteran status, sexual orientation or any other legally protected status.

PERSONAL INFORMATION

Last Name			First Name			Middle		
Address		Number	Street	City	State	Zip Code		
Telephone Number(s): Home			Work			Cell		
Social Security Number:				Email Address:				

How did you hear about us? Newspaper Yellow Pages Internet
 Other _____

Are you either a U.S. citizen or an 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

EDUCATION AND TRAINING

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
Elementary & Middle School			1 2 3 4 5 6 7 8	
High School			9 10 11 12	
College			1 2 3 4	
Graduate/Professional Trade/Business School				

Scholastic Average at each University _____

Academic Scholarships/Awards _____

Describe any specialized training, licenses, certifications, and skills: _____

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

EMPLOYMENT EXPERIENCE

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.

Employer _____ From _____ To _____
Address _____ Hourly Rate/Salary _____
Telephone Number(s) _____ Job Title _____
Duties & Accomplishments _____

Supervisor (Name and Title) _____
Reason for leaving _____

Employer _____ From _____ To _____
Address _____ Hourly Rate/Salary _____
Telephone Number(s) _____ Job Title _____
Duties & Accomplishments _____

Supervisor (Name and Title) _____
Reason for leaving _____

Employer _____ From _____ To _____
Address _____ Hourly Rate/Salary _____
Telephone Number(s) _____ Job Title _____
Duties & Accomplishments _____

Supervisor (Name and Title) _____
Reason for leaving _____

EMPLOYMENT EXPERIENCE (CONTINUED)

Employer _____ From _____ To _____
Address _____ Hourly Rate/Salary _____
Telephone Number(s) _____ Job Title _____
Duties & Accomplishments _____

Supervisor (Name and Title) _____
Reason for leaving _____

Employer _____ From _____ To _____
Address _____ Hourly Rate/Salary _____
Telephone Number(s) _____ Job Title _____
Duties & Accomplishments _____

Supervisor (Name and Title) _____
Reason for leaving _____

Employer _____ From _____ To _____
Address _____ Hourly Rate/Salary _____
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.)

REFERENCES

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

	<u>NAME</u>	<u>ADDRESS</u>	<u>HOME PHONE</u>	<u>BUSINESS PHONE</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

IN CASE OF EMERGENCY, PLEASE NOTIFY:

	<u>Name</u>	<u>Phone</u>	<u>Relationship</u>
1.	_____	_____	_____
2.	_____	_____	_____

SKILLS AND EXPERIENCE FOR STAFF AND SECRETARIAL POSITIONS ONLY

Years of Secretarial experience _____ Typing speed _____

Years of Shorthand experience _____ Shorthand speed _____

Experience with Dictating machines _____ Type _____

Knowledge of Word Processing Programs _____

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

NOTICE OF BACKGROUND CHECK AND FAIR CREDIT REPORTING ACT DISCLOSURE

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 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 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 that freeze for the Town to obtain any background 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 the following information:

Social Security No.: _____ Date of Birth: _____
Driver's License #: _____ State: _____
Print Name: _____ Former Name (if any): _____
Current Address: _____ How Long?: _____
Previous Addresses (if any) for last 7 years: _____

AUTHORIZATION TO COLLECT BACKGROUND INFORMATION

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 provided by 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.

Signature: _____

Date: _____

**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. ("Employer").

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 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 First Selectman of the Town specifically acknowledges such change in writing. I understand that no supervisory, management or any other employee at the Town has any authority to make a commitment of guaranteed or continuing 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, 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 may 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.

Signature of Applicant

Date

CRIMINAL BACKGROUND

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 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.

Applicant's Signature: _____

Date: _____