

Town of Old Lyme

52 Lyme Street
Old Lyme, CT 06371

APPLICATION FOR SEASONAL/TEMPORARY 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*

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:

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*

SKILLS AND QUALIFICATIONS

Describe any skills and qualifications you have relevant to the position(s) for which you are applying:

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	

EMPLOYMENT HISTORY

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

Employer _____ From _____ To _____

Address _____ Phone _____

Job Title _____ Hourly Rate/Salary _____

Duties & Accomplishments _____

Supervisor's Name & Title _____

Reason for Leaving _____

REFERENCES

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

EMERGENCY CONTACT

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

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

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 our 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 futher 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