



Town of Thomaston  
 158 Main Street  
 Thomaston, Connecticut 06787  
 Phone: 860-283-9678 Fax: 860-283-1378

## Application for Employment

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

**INSTRUCTIONS:**

Read the detailed instructions on the final page of this application and on the examination announcement before completing this application form. Type or print answers to ALL questions.

NAME (Last)		(First)			(MI)	SUFFIX (JR., DR.)		
ADDRESS (Number and Street)								
CITY					STATE	ZIP CODE (Last 4 digits are optional)		
AREA CODE HOME PHONE NUMBER			AREA CODE BUSINESS PHONE NUMBER		EXTENSION			
Cellular Phone Number: Area Code Cell Phone Number				E-mail Address:				
May we call you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No		Drivers License <input type="checkbox"/> Yes <input type="checkbox"/> No		If you are 17 years old or younger, enter your age _____				
What kind of position are you applying for? <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Either								
EDUCATION: Have you graduated from High School or received a High School equivalency diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No				If No, circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12				
SCHOOL	NAME	ADDRESS	DATES ATTENDED		CREDIT HOURS COMPLETED	TYPE OF DEGREE RECEIVED	MAJOR COURSE OF STUDY	DID YOU GRADUATE?
			FROM	TO				
TECHNICAL OR BUSINESS								
COLLEGE OR UNIVERSITY								
OTHER EDUCATION								
<b>OTHER LICENSES OR CERTIFICATES REQUIRED FOR THIS POSITION (E.G., Assessor, Tax Collector, Engineering)</b>								
KIND(S)	ISSUED BY	DATE ISSUED	EXPIRATION DATE		NO.			
Do you speak, read or write a language other than English? <input type="checkbox"/> Yes (specify language) _____				(This information is voluntary.)				

**INSTRUCTIONS**

Beginning with your **PRESENT OR MOST RECENT** employment or volunteer experience and **working backward**, list all positions held **which are necessary for determining your eligibility for employment**. List all positions (titles) separately, even if with the same employer. Clearly describe the work (duties) you personally performed. If additional space is required, attach an 8 1/2" x 11" sheet, **using the same format**. Continue the number sequence for additional jobs listed. **You must fill out this application completely even if a resume is being attached.**

Official Job title (Start with most recent job)		Company Name		Type of Business	
Title of Immediate Supervisor		Dept. Where Assigned		Business Address/Phone No.	
Employed From (Mo.) (Yr.)	To: (Mo.) (Yr.)	Total (Yrs. Mos.)	Salary or Wage \$ _____ Per	Hours Per Week (Full time)   (Part-time)	
No. and Titles of Employees Supervised by You			Reason for Leaving		
DUTIES (must be listed)					
Official Job title		Company Name		Type of Business	
Title of Immediate Supervisor		Dept. Where Assigned		Business Address/Phone No.	
Employed From (Mo.) (Yr.)	To: (Mo.) (Yr.)	Total (Yrs. Mos.)	Salary or Wage \$ _____ Per	Hours Per Week (Full time)   (Part-time)	
No. and Titles of Employees Supervised by You			Reason for Leaving		
DUTIES (must be listed)					
Official Job title		Company Name		Type of Business	
Title of Immediate Supervisor		Dept. Where Assigned		Business Address/Phone No.	
Employed From (Mo.) (Yr.)	To: (Mo.) (Yr.)	Total (Yrs. Mos.)	Salary or Wage \$ _____ Per	Hours Per Week (Full time)   (Part-time)	
No. and Titles of Employees Supervised by You			Reason for Leaving		
DUTIES (must be listed)					

### APPLICANT DATA

Answers to the following question will be considered for employment purposes if relevant to the position for which you are applying.

1. Please check appropriate box:
  - a. May we contact your present employer? Yes                      No
  - b. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? Yes                      No
  - c. Did you ever resign from any employment rather than face dismissal? Yes                      No
  - d. Did you ever receive a discharge form the Armed Forces of the United States which was other than "Honorable", or which was issued under other than honorable circumstances? Yes                      No
2. Criminal Convictions:
  - a. Have you ever been CONVICTED of an offense against criminal or military law, or are there criminal charges currently pending against you? (Exclude minor traffic violations or any offense settled in juvenile court or under a youth offender law.) (give details) Yes                      No
  - b. Have you ever forfeited a bail bond posted to answer any criminal charge? (give details) Yes                      No
  - c. Are you now under chargers for any criminal offense? (give details) Yes                      No

If you answered "YES" to any of the questions 2 A-D above, you must give specifics. (Attach additional 8 ½" by 11" sheets.) If such explanation is insufficient, a confidential investigation supplement will be sent to you.

None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibility of the position(s) you are applying.

**Special Note:** You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Connecticut General Statutes § 46b-146, 54-76o, or 54-142a. If your criminal records have been erased pursuant to one of these statutes, you may swear under oath that you have never been arrested. Criminal records that may be erased are records pertaining to a finding of delinquency or that a child was a member of a family with service needs (C.G.S. § 46b-146), an adjudication as a youthful offender (C.G.S. § 54-76o), a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon (C.G.S. § 54-142a).

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### APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Town of Thomaston to verify their accuracy and to obtain reference information on my work performance.

I hereby release Town of Thomaston from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract.

I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_