



TOWN OF ESSEX APPLICATION FOR EMPLOYMENT

The Town of Essex provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town of Essex complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Town of Essex expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Town of Essex employees to perform their job duties may result in discipline up to and including discharge

Position(s) applying for:	
Date:	Name (Last/First/Middle):
Street Address:	Telephone Number:
City/State/Zip:	Cell Phone Number:
Are you available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	On what date would you be available to work:
Email address:	

EMPLOYMENT HISTORY		
1.	Employer Name, Address & Phone:	Job Title:
		From/To:
		Reason for Leaving:
2.	Employer Name, Address & Phone:	Job Title:
		From/To:
		Reason for Leaving:
3.	Employer Name, Address & Phone:	Job Title:
		From/To:
		Reason for Leaving:

EDUCATION			
Schools/Colleges	Location	Dates: From/To:	Degree

Describe any specialized training, apprenticeship, skills and extra curricular activities:

Describe any honors you have received:

List professional, trade, business or civic activities and offices held:

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

REFERENCES		
(Please provide names, addresses and telephone numbers of three references who are not related to you and are not previous employers.)		
May the Town contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name	Address	Telephone

- 1. Have you ever worked for the Town of Essex or Region 4 Schools in any capacity? _____
- 2. Have you ever been convicted of a felony or any other criminal offense either within or outside of the State of Connecticut? _____

If yes, please identify the approximate date, location and nature of each such conviction on a separate sheet of paper and attach it to this application.

- 3. Are any criminal charges currently pending against you either within or outside of the State of Connecticut? _____

If yes, please identify the jurisdiction in which such charges are pending, the nature of the charges and an explanation on a separate sheet of paper and attach it to this application.

- 4. Are you currently enrolled in a program of deferred adjudication (e.g., accelerated rehabilitation, pre-trial drug or alcohol education pursuant to Connecticut General Statutes §54-56g)? _____

If yes, please identify the jurisdiction in which such program is pending and an explanation of the nature of such program on a separate sheet of paper and attach it to this application.

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 hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge an Employee at any time with cause. It is further understood that this “at will” employment relationship may not be changed by any written document or conduct unless such change is specifically acknowledged in writing by an authorized representative of the Employer.

All candidates who have received a written offer of employment will be required to undergo pre-employment testing.

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 all rules and regulations of the Town of Essex.

Signature

Date

Please return this application to: First Selectman’s Office
Town of Essex
29 West Avenue
Essex, CT 06426



TOWN OF ESSEX
29 WEST AVENUE, ESSEX, CT 06426
BOARD OF SELECTMEN

Voluntary Equal Employment Opportunity Survey

As an affirmative action employer, we are required to record the demographics of our applicants. This information does not influence decision making relating to any employment matter, and we appreciate your cooperation in providing this information. You are not required to furnish this information, but are encourage to do so. This Voluntary Information Sheet will be kept in a confidential file separate from the Application for Employment.

Position Applied For: _____

Sex: (Please check one):

- Male Female

Please indicate the race/ethnic group with which you identify:

- Hispanic or Latino – all persons of Mexican, Puerto Rican, Cuban, Central or South American, or South American, or other Spanish culture or origin, regardless of race (if you have selected this category, it is not necessary to select from the racial groups, found below).
- Non-Hispanic/Latino (if this category is checked, please select from the racial groups found below).

Racial Groups: If Non-Hispanic/Latino was selected above, please check one of the below race categories:

- White (Not Hispanic or Latino): All person having origins in any of the original people of Europe, North Africa, or the Middle East
- Black or African American (Not of Hispanic origin): All persons having origins in any of the black racial groups of Africa
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – Any persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- Asian (Not Hispanic or Latino) – All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Island, Thailand, and Vietnam
- American Indian or Alaskan Native (Not Hispanic or Latino) – All persons having origins in any of the original peoples of North or South America, and who maintain cultural identification through tribal affiliation or community attachment
- Two or More Races (Not Hispanic or Latino) – all persons who identify with more than one of the above races

Decline Self Identification: If you do not wish to self identify your gender, ethnicity or race please check this box:

- I do not wish to self - identify

Thank you

This information is submitted voluntarily, will be kept confidential, will be exclusively utilized for EEO statistical gathering and compliance purposes, and will not influence the application or hiring process.