



TOWN OF ESSEX APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religious creed, sex, age, national origin, age, ancestry, marital status, sexual orientation, mental retardation and past/present history of mental disorder, learning disability and physical disability.

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	On what date would you be available to work:
Email address:	Are you over 16 years of age: Yes ____ No ____

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:
4.	Employer Name, Address & Phone:	Job Title:
		From/To:
		Reason for Leaving:

If you need additional space, please continue on a separate sheet of paper.

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

<p>Describe any specialized training, apprenticeship, skills and extra curricular activities:</p>
<p>Describe any honors you have received:</p>
<p>List professional, trade, business or civic activities and offices held:</p>
<p>List any additional information you feel may be helpful to us in considering your application:</p>

REFERENCES		
(Please provide names, addresses and telephone numbers of three references who are not related to you and are not previous employers.)		
Name	Address	Telephone

- 1. 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.

- 2. 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.

- 3. 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.

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: Park and Recreation Office
Town of Essex
29 West Avenue
Essex, CT 06426