

TOWN OF RIDGEFIELD, CONNECTICUT

APPLICATION FOR EMPLOYMENT

The Town of Ridgefield is an Equal Opportunity Employer. Except in cases of a bona fide occupational qualification or need, the Town does not discriminate against applicants for employment on the basis of race, color, religious creed, age, sex, sexual orientation, marital status, national origin, ancestry, genetic information, present or past history of mental disorder, mental retardation, learning disability or physical disability, including but not limited to blindness. Minorities, women and Veterans of the Uniformed Services are encouraged to submit applications to the town. If you require reasonable accommodation to complete the application and/or examination process please contact Human Resources.

(PLEASE PRINT)

Position(s) Applied For: _____	Date of Application: _____
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Last Name _____ First Name _____ Middle Initial _____

Present Address _____
Number Street City State Zip Code

Telephone Number(s) _____

Email: _____

Have you ever been employed with us before? Yes No If yes give date _____

Are you currently employed? Yes No May we contact your present employer? Yes No

Are you lawfully eligible to work in the United States? Yes No

Are you available to work: Full Time Part Time Temporary On Call

On what date would you be available for work? _____ Can you travel if a job requires it? Yes No

Have you ever been convicted of a felony? Yes No If yes, please explain _____

“Conviction” for this application, means a final judgment or verdict of guilty, a plea of guilty, or a plea of nolo contendere, in any state or federal court, regardless of whether an appeal is pending or could be taken. “Conviction” does not include a final judgment or verdict that has been expunged by pardon, reversed, set aside or otherwise rendered invalid. Further, you are not required to disclose any arrest(s), criminal charge(s) or conviction(s) the record(s) of which have been erased under law. Such records can include records of a finding of delinquency or that a child was a member of a family with service needs, adjudication of youthful offender status, criminal charges dismissed or nolle, or charges for which a person is found not guilty, or a conviction later resulting in an absolute pardon. (Conviction will not necessarily disqualify an applicant from employment).

EDUCATION

Name and Address of School	Course of Study	Years Completed	Diploma Degree
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Elementary School _____ **XXXXX**

High School _____ **XXXXX**

College _____

Other (specify) _____

Have you ever served in the armed forces? Yes No If yes, what branch? _____

Describe any job-related training received in the United States Military.

PREVIOUS EMPLOYMENT

Firm Name/Address/phone #	Date (From – To)	Job Title/Duties Performed	
1. _____ _____	_____	_____	
	<table border="1"><tr><td>Reason For Leaving</td></tr></table>	Reason For Leaving	_____
Reason For Leaving			
2. _____ _____	_____	_____	
	<table border="1"><tr><td>Reason For Leaving</td></tr></table>	Reason For Leaving	_____
Reason For Leaving			
3. _____ _____	_____	_____	
	<table border="1"><tr><td>Reason For Leaving</td></tr></table>	Reason For Leaving	_____
Reason For Leaving			

PROFESSIONAL REFERENCES
(Preferably not relatives)

Name	Address/Phone #	Occupation
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

I hereby declare the information provided by me in this application is true and complete, and I understand that falsification of this information is grounds for refusal to hire, or if hired, termination. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education or any other information that they might have, personal or otherwise, with regard to any of the subjects covered by this application; and I release all such parties from all liability for any damage which may result from furnishing such information to you. I authorize you to request, receive and verify all information given in this application. In consideration for my employment, I agree to conform to the rules and regulations set forth in the Employee Handbook and acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or added to by the employer at any time at the employer's sole option and without prior notice to me.

Signature of Applicant _____ Date _____