

# 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:

|  
|  
|

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

I understand that if offered a position by the Town of Ridgefield, I will be required to pass a post-offer physical, drug-screening and police background check to be hired. Failure to pass any phase of this process may result in the rescinding of any job offer? ☐ Yes ☐ No

### EDUCATION

Name and Address of School	Course of Study	Diploma Degree
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Elementary/Middle  
Schools \_\_\_\_\_

High  
School \_\_\_\_\_

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. _____ _____	_____ <div>Reason For Leaving</div>	_____ _____
2. _____ _____	_____ <div>Reason For Leaving</div>	_____ _____
3. _____ _____	_____ <div>Reason For Leaving</div>	_____ _____

### 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.

I, \_\_\_\_\_, agree to be legally bound by this digital signature.      Yes      No

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_