



TOWN OF CORNWALL

APPLICATION FOR EMPLOYMENT

Return to:

Selectmen's Office
PO Box 97
Cornwall CT 06753
860-672-4959
Email:
Selectmen@cornwallct.gov

THE TOWN OF CORNWALL IS AN EQUAL OPPORTUNITY EMPLOYER AND CONSIDERS APPLICATIONS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, SEX, AGE, DISABILITY OR OTHER LEGALLY PROTECTED STATUS.

POSITION APPLYING FOR: _____ Date: _____

Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (Town/City) (State) (Zip)

Home Phone: _____ Cell Phone: _____

Email Address: _____

****Note: Please be sure to provide a valid email address. This is our preferred way to send communications to applicants.**

Are you either a U.S. Citizen or an alien authorized to work in the United States? YES _____ NO _____
(Must provide documentation if hired.)

Are you 18 years of age or older? YES _____ NO _____

Have you ever filed an application with us before? YES _____ NO _____ If YES, when? _____

EDUCATION

LEVEL	NAME & LOCATION OF SCHOOL	COURSE OF STUDY	CIRCLE LAST YEAR COMPLETED	DID YOU GRADUATE?	DEGREE OR DIPLOMA
High School			1 2 3 4		
College			1 2 3 4		
Other			1 2 3 4		

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SPECIALIZED TRAINING OR SKILLS

List any special qualifications or certifications/licenses which you feel may especially qualify you for the position for which you are applying (include seminars, areas of research, special awards and professional memberships):

Please list all computer software and other office equipment that you use:

Use the space below to provide additional information necessary to describe your full qualifications:

MILITARY SERVICE RECORD

Were you in the U.S. Armed Forces? YES _____ NO _____ If YES, what branch? _____

Dates of Duty: From _____ to _____ Rank at Discharge: _____
(Month/ Day/ Year) (Month/ Day/ Year)

List duties in the service, including special training:

REFERENCES

List below 3 professional references (**at least 1 direct supervisor/evaluator**) who know your character, ability, and experience:

NAME	ADDRESS	PHONE #	RELATIONSHIP	YEARS ACQUAINTED

EMPLOYMENT HISTORY

In the space below, give your employment history beginning with your most recent employer and work back listing all previous employers. Include any applicable voluntary positions. Use additional sheets of plain paper if you need more space.

1.

Name of Employer: _____ Phone: _____

Address: _____

Name & Title of
Supervisor: _____

Your Job Title: _____ Employed: Full Time _____ Part Time _____

Employed From: _____ / _____ To / _____
Month Year Month Year

Duties & Responsibilities:

Reason for Leaving:

2.

Name of Employer: _____ Phone: _____

Address: _____

Name & Title of
Supervisor: _____

Your Job Title: _____ Employed: Full Time _____ Part Time _____

Employed From: _____ / _____ To _____ / _____
Month Year Month Year

Duties & Responsibilities:

Reason for Leaving:

3.

Name of Employer: _____ Phone: _____

Address: _____

Name & Title of
Supervisor: _____

Your Job Title: _____ Employed: Full Time _____ Part Time _____

Employed From: _____ / _____ To _____ / _____
Month Year Month Year

Duties & Responsibilities:

Reason for Leaving:

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Have you ever been fired or asked to resign from a job? YES _____ NO _____ If YES, please explain:

May we contact your present employer? YES _____ NO _____

CERTIFICATION: By signing below, I certify that the information I have provided on this application is correct, complete and truthful. I realize that falsification of any of this information may be grounds for rejection of this application, or termination of employment, depending upon when the falsification is discovered.

I also give consent for you to check with previous employers and the personal references and release the Town of Cornwall, previous employers and personal references from any liability arising from disclosure of information concerning my past employment or personal history.

Drug Testing: I understand that the Town of Cornwall may require all job applicants who are given a conditional job offer to successfully pass a urinalysis drug test.

Criminal Records Check: I understand that the Town of Cornwall may require all job applicants who are given a conditional job offer to successfully pass a criminal records check.

I further understand the acceptance of this form does not constitute an employment agreement and that only the First Selectman of the Town of Cornwall is authorized to extend an offer of employment that shall be rendered in writing.

SIGNATURE: _____

DATE: _____