

**TOWN OF CROMWELL  
APPLICATION FOR EMPLOYMENT**

*The Town of Cromwell is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis prohibited by law. The Town of Cromwell considers applicants for all positions without regard to race, color, religion, gender, national origin/ancestry, age, disability, marital or civil union party status, sexual orientation or any other legally protected status.*

---

**PERSONAL INFORMATION**

---

<b>Last Name:</b>	<b>First Name</b>	<b>Middle</b>			
<hr/>					
<b>Address</b>	<b>Number</b>	<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<hr/>					
<b>Telephone Number(s)</b>		<b>Home</b>	<b>Work</b>	<b>Cell</b>	
<hr/>					
<b>Email Address:</b>					
<hr/>					

How did you hear about us?       Newspaper    Internet    Other \_\_\_\_\_

Are you either a U.S. citizen or an alien authorized to work in the United States?    Yes    No

Are you prevented from lawfully becoming employed in this country because of  
VISA or immigration status?       Yes    No

If employment is offered, can you produce documentation required by law to  
Establish work authorization and identity?       Yes    No

---

**Employment Desired**

---

Position(s) applied for: \_\_\_\_\_ Hourly Rate/Salary desired? \_\_\_\_\_

On what date would you be available to work? \_\_\_\_\_ Are you available to work  Full time  Part-time

Can you work overtime if your job requires it?       Yes    No

Can you travel if your work requires it?       Yes    No

Have you ever been dismissed, involuntarily terminated or forced to resign from employment    Yes    No  
If yes, please explain on the reverse side of this sheet.

## EDUCATION and TRAINING

	Name and Address of School	Course of Study	Years	Diploma/Degree
Completed High School Prep School				
College, University				
Graduate, Professional Trade, Business School				

Academic Scholarships/Awards \_\_\_\_\_  
 Describe any specialized training, licenses or certifications: \_\_\_\_\_  
 \_\_\_\_\_

Has any license or certification you have held been surrendered, suspended or revoked for any reason? If so, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

Starting with your most recent employment, provide your complete employment history for the past 10 years. Include any job-related military service assignments and volunteer activities. Please be aware that your current employer may be contacted unless you ask us not to do so. If you provide a resume that contains some of the requested information, you must nonetheless complete the fields marked by an asterisk (\*).

Employer\* \_\_\_\_\_ From: \_\_\_\_\_ To \_\_\_\_\_  
 Address: \_\_\_\_\_ Hourly Rate/Salary\* \_\_\_\_\_  
 Telephone Number(s): \_\_\_\_\_ Job Title \_\_\_\_\_  
 Duties & Accomplishments: \_\_\_\_\_  
 Supervisor (Name and Title) \_\_\_\_\_  
 Reason for leaving \* \_\_\_\_\_  
 \_\_\_\_\_

Employer\* \_\_\_\_\_ From: \_\_\_\_\_ To \_\_\_\_\_  
 Address: \_\_\_\_\_ Hourly Rate/Salary\* \_\_\_\_\_  
 Telephone Number(s): \_\_\_\_\_ Job Title \_\_\_\_\_  
 Duties & Accomplishments: \_\_\_\_\_  
 Supervisor (Name and Title) \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 \_\_\_\_\_

EMPLOYMENT EXPERIENCE (CONTINUED)

Employer\* \_\_\_\_\_ From: \_\_\_\_\_ To \_\_\_\_\_  
Address: \_\_\_\_\_ Hourly Rate/Salary\* \_\_\_\_\_  
Telephone Number(s): \_\_\_\_\_ Job Title \_\_\_\_\_  
Duties & Accomplishments: \_\_\_\_\_  
Supervisor (Name and Title) \_\_\_\_\_  
Reason for leaving \* \_\_\_\_\_

---

Employer\* \_\_\_\_\_ From: \_\_\_\_\_ To \_\_\_\_\_  
Address: \_\_\_\_\_ Hourly Rate/Salary\* \_\_\_\_\_  
Telephone Number(s): \_\_\_\_\_ Job Title \_\_\_\_\_  
Duties & Accomplishments: \_\_\_\_\_  
Supervisor (Name and Title) \_\_\_\_\_  
Reason for leaving \* \_\_\_\_\_

---

Employer\* \_\_\_\_\_ From: \_\_\_\_\_ To \_\_\_\_\_  
Address: \_\_\_\_\_ Hourly Rate/Salary\* \_\_\_\_\_  
Telephone Number(s): \_\_\_\_\_ Job Title \_\_\_\_\_  
Duties & Accomplishments: \_\_\_\_\_  
Supervisor (Name and Title) \_\_\_\_\_  
Reason for leaving \* \_\_\_\_\_

---

Employer\* \_\_\_\_\_ From: \_\_\_\_\_ To \_\_\_\_\_  
Address: \_\_\_\_\_ Hourly Rate/Salary\* \_\_\_\_\_  
Telephone Number(s): \_\_\_\_\_ Job Title \_\_\_\_\_  
Duties & Accomplishments: \_\_\_\_\_

Supervisor (Name and Title) \_\_\_\_\_

Reason for leaving \* \_\_\_\_\_

**REFERENCES**

Please provide names of 3 professional references, not related to you, whom you have known at least one year.

	<u>Name</u>	<u>Title</u>	<u>Home Phone</u>	<u>Business Phone</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
2.	_____	_____	_____	_____

**SKILLS and EXPERIENCE**

List any other skills or experience relevant to the job for which you are applying that you think may be helpful to us in considering your application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT'S AGREEMENT and CERTIFICATION**

I certify that the answers given in this application are true to the best of my knowledge. I understand that false or misleading information given in my application, resumes, and interview(s) or during the course of my employment may result in withdrawal of a job offer or discipline up to and including termination of employment, whenever the omission or falsehood is discovered. I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I may be subject to a drug test and/or a medical examination that I must pass before I commence work.

**I HAVE READ, UNDERSTOOD AND AGREE TO THE FOREGOING.**

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*