EMPLOYMENT APPLICATION

Personnel Department
142 East Main Street
Meriden, CT 06450

Position applied for _____

☐ Full Time ☐ Part Time ☐ Temporary ☐ Summer

An equal opportunity employer.

PERSONAL

Name _____
(Last) *(First)* *(Middle)*

Address _____
(Street) *(City)* *(State)* *(Zip Code)*

Telephone _____ Email address _____
(Area Code)

Driver's License Number _____ State _____ Expiration Date _____

Are you a citizen of the United States? ☐ Yes ☐ No

If no, please provide a copy of green card or work permit. _____
(email address)

JOB INTERESTS/SKILLS

Position(s) applied for _____ Salary Desired _____

Have you applied for a position here before? ☐ Yes ☐ No If yes, when? _____

Type of employment requested ☐ Full Time ☐ Part Time ☐ Temporary ☐ Summer

Date you could begin working _____ Typing Speed (WPM) _____

Summarize any other special skills or qualifications

_____

_____

_____

EDUCATION

TYPE OF SCHOOL	*NAME AND LOCATION*	*COURSE OF STUDY*	*# OF YEARS*	*GRADE AVERAGE*	*MAXIMUM GRADE*	*DEGREE, DIPLOMA, CERTIFICATE AND HONORS RECEIVED*
HIGH SCHOOL						
COLLEGE OR UNIVERSITY						
OTHER EDUCATION						
OTHER EDUCATION						

Military Experience: ☐ Yes ☐ No

Were you honorably discharged? ☐ Yes ☐ No

EMPLOYMENT HISTORY (LIST MOST RECENT FIRST)

1. Name of Employer _____

Address _____
(Street) *(City)* *(State)* *(Zip Code)*

Supervisor and Title _____ Your Title _____

Employed From _____ To _____ Starting Salary _____ Ending Salary _____

Work Performed

_____

_____

Reason for leaving _____

2. Name of Employer _____

Address _____ _____ _____ _____
(Street) *(City)* *(State)* *(Zip Code)*

Supervisor and Title _____ Your Title _____

Employed From _____ To _____ Starting Salary _____ Ending Salary _____

Work Performed

_____

_____

Reason for leaving _____

3. Name of Employer _____

Address _____ _____ _____ _____
(Street) *(City)* *(State)* *(Zip Code)*

Supervisor and Title _____ Your Title _____

Employed From _____ To _____ Starting Salary _____ Ending Salary _____

Work Performed

_____

_____

Reason for leaving _____

In the section below, please do not list friends or relatives unless they have worked with you professionally.

PROFESSIONAL REFERENCES ONLY

Name	*Relationship*	*Home Phone*	*Daytime Phone*

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In answering the question below, you do not have to disclose the existence of arrests, criminal charges, or certain convictions, any of which have been erased pursuant to Connecticut General Statutes §§46b-146 (a finding of delinquency or a finding that a child is a member of a family with service needs); 54-76o (adjudication as a youthful offender); or 54-142a (a criminal charge for which you have been found not guilty, a criminal charge that has been dismissed or nolled, or a conviction for which you received an absolute pardon.)

Have you ever been convicted of any crime in the last seven years? Yes ☐ No ☐

Type of Crime _____

_____

_____

_____

_____

_____

Conviction of a crime is not always a barrier to employment but will be considered in relationship to the job applied for.

ACKNOWLEDGEMENT

I certify that the answers given by me in this application and/or attached resume are correct to the best of my knowledge. I understand that any falsification, whether willingly or accidental, may be grounds for disqualification of employment consideration, or dismissal from employment if I am hired. I authorize the company to contact any and all of the references I have listed above to obtain previous employment information including but not limited to my personnel file. Further, I release the above mentioned references from any and all liability for any damages that may result from information collected by this company. I understand that an appropriate medical exam, including drug test, background check and verification of eligibility to work in the United States must be satisfied for a formal offer to be made.

Applicant's Signature _____ Date _____

Printed Name _____