

Application for Employment



Town of East Lyme
108 Pennsylvania Avenue
Niantic, CT 06357
www.eltownhall.com

Personal Information

Full Name: Date of Birth:

Street Address:

City/Town: State: Zip Code:

Email: Phone Number:

Position Information

Position Applied For:

Department: Desired Salary:

Date Available to Start:

Have you ever worked for the Town of East Lyme?

If so, indicate dates of employment and reason(s) for leaving:

When is the best time to reach you?

Are you over 18 years of age? If not, can you provide working papers?

Can you provide proof of your right to work in the USA? Do you have a Commercial Driver's License?

Driver's License State: Driver's License Number:

Have you ever been bonded?

What type of work are you interested in? (Select all that apply): Full Time Part Time Seasonal Temporary

How did you hear about this position?

Do you have any family member(s) employed by the Town of East Lyme?

If so, please state their name(s) and relationship to you:

Educational Background (attach additional sheets if needed):

Degree	Institution	Field of Study

Professional background (list current/most recent first):

Company Name	Job Title	Responsibilities	Dates

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References (List the name, address and telephone number of three professional/personal references who are not related to you and not your previous supervisors):

Name	Address	Phone Number	Relationship

Please indicate any other relevant training and/or experience you have that is not listed above:

Please list any relevant professional associations and/or any offices held:

DISCLOSURE AND ACKNOWLEDGMENT REGARDING PROOF OF AUTHORIZATION TO WORK IN THE UNITED STATES

I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity and failure to submit such proof will result in denial of employment. I certify by my signature below that I understand an offer of employment and my continued employment are contingent upon satisfactory proof of my authorization to work in the United States.

Date: Signature:

DISCLOSURE AND ACKNOWLEDGMENT REGARDING DRIVING HISTORY INFORMATION REQUEST

I certify by my signature below that I understand that if I am offered and accept employment, a driving history information request shall be submitted.

Date: Signature:

DISCLOSURE AND ACKNOWLEDGMENT REGARDING AUTHORIZATION TO CONTACT PRIOR AND CURRENT EMPLOYERS

In processing your application for employment and/or in evaluating you for hire, promotion, continuation or retention in employment, or other employment related purposes, the Town of East Lyme may obtain information about you from a prior or current Employer.

By signing this notice you are acknowledging receipt and review of this disclosure and are authorizing the Town of East Lyme or its affiliates or agents to obtain information/opinions about you, from prior or current employers, at any time prior to or during your employment with the Town of East Lyme or its affiliates or agents for purposes of evaluating you for hire, promotion, continuation or retention in employment or any other permissible employment related purposes.

Date: Signature:

DISCLOSURE AND ACKNOWLEDGMENT OF INTENT TO CONDUCT DRUG TEST

Please be advised that prior to making a decision regarding your hire, the Town of East Lyme may conduct a urinalysis drug test as part of the application process if required by your job duties and responsibilities. The urinalysis drug test will be performed using a reliable methodology. The results of any such test shall be confidential and shall not be disclosed by the employer or its employees to any person other than any such employee to whom such disclosure is necessary: the results shall be maintained along with other employee medical records.

Date: Signature:

DISCLOSURE AND CONSENT TO E-VERIFY

Please be advised that the Town of East Lyme participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, the Town of East Lyme is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration so you can begin to resolve the issue before your employer can take any action against you, including termination of employment.

The Town of East Lyme will only use E-Verify once you have accepted a job offer and completed the Form I-9.

Date: Signature:

CERTIFICATION, ACKNOWLEDGMENT AND AUTHORIZATION

I certify that the information given herein is true and complete to the best of my knowledge.

I understand that this application will be active for a period of 60 days; after that time, if I wish to be considered for employment, I must submit a new application.

I authorize you to make such investigations and inquiries of the information provided herein, and other matters that relate hereto, as may be necessary. I hereby release employers, schools and other persons, institutions, and businesses from all liability in responding to inquiries in connection with my application. I understand that false or misleading information given in my application or during my interviews may result in a refusal to hire, or discharge in the event of employment. I understand and agree that, if hired, my employment is at will. I also understand that if I am hired my employment is for no definite period of time. I may terminate my employment at any time and I may be dismissed at any time without prior notice. I further understand and agree that nothing in this application form shall constitute a contract of employment or shall constitute a contract or a guarantee of employment.

I also understand that any policies or procedures implemented by the Town of East Lyme in the event of my employment are for purposes of operations only and are not intended to be nor constitute a contract for my employment. In addition, I understand that any of these policies or procedures may be changed at any time at the employer's discretion and without notice.

Date: Signature:

It is the policy of the Town of East Lyme to provide equal opportunity without regard to race, color, sex, religion, creed, national origin, ancestry, age, marital status, sexual orientation, political affiliation, veteran status or a qualified individual with a disability. The Town of East Lyme is an Equal Opportunity Employer.

PROCESSING RECORD

Passed Screening: Interview Information:

Position Offered: Date Hire Letter Sent: Accepted/ Declined:

Notes: