



An Equal Opportunity Employer
APPLICATION FOR EMPLOYMENT
HUMAN RESOURCES - SIMSBURY TOWN OFFICE BUILDING
P.O. Box 495 - 933 Hopmeadow Street, Simsbury, CT 06070

Job application will be kept on file
for a maximum of three years.

1. Job Applying For (Complete in ink or type)		4. Do you possess a valid drivers license required for the job applied for?	
		Yes No	
USE TITLE ON JOB ANNOUNCEMENT			
2. Your Name		5. Your telephone number	
(PRINT) LAST NAME	FIRST	MIDDLE	HOME WORK
3. Address			5a. May we call you at work?
			Yes No
NO. AND STREET, OR P.O. BOX			
APT.NO.			
			6. Are you legally authorized to work in the U.S.?
			Yes No
CITY	STATE	ZIP CODE	
7. Date of Birth (Required for Police applicants only).	8. A. Social Security Number	9. Do you claim 5 point preference based on active duty in the U.S. Armed Forces? Yes No	
	B. Are you a U.S. Citizen?	If claiming 5 point veteran credit, please attach D-214 to application.	
	Yes No		

10a. CRIMINAL BACKGROUND:

Please complete the attached separate page and return with the completed application form.

11. EDUCATION		B. If you have a high school equivalency certificate, give the place the certificate was granted:	
A. Did you graduate from high school?	Yes No	PLACE	
C. Give the last high school, or trade school you attended			
NAME OF SCHOOL	LOCATION	COURSE	

D. List any colleges, business schools, or technical schools you attended following high school graduation:

NAME OF SCHOOL	LOCATION	COURSE OR MAJOR	DATES ATTENDED	DEGREE OR CERTIFICATE RECEIVED

E. Other training (special courses, work training programs, armed forces training). Give name and location where training was given, certificate (if any), subject of training, number of hours weekly, and other details related to the job for which you are applying.

F. This form must be fully completed and signed for further consideration. Reference to any attachments is not acceptable.

*State law prohibits job discrimination on the basis of age, race, color, sex, marital status, religious creed, sexual orientation, national origin, ancestry, past or present mental disorder, mental retardation, learning disability or physical disability unless they are bona fide occupational qualifications.

Do you require a reasonable accommodation to take the employment test for this position opening? Yes No

(Continued from the Front Page of the Application)

THIS PORTION OF THE APPLICATION WILL ONLY BE REVIEWED BY MEMBERS OF THE HUMAN RESOURCES DEPARTMENT (OR THE PERSON(S) IN CHARGE OF EMPLOYMENT) AND ANYONE INVOLVED IN INTERVIEWING THE APPLICANT

- (a) a finding of delinquency or that a child was a member of a family with service needs;
- (b) a sentence as a youthful offender;
- (c) a criminal charge that was dismissed or "nolled";
- (d) a criminal charge for which the person was found not guilty; and
- (e) a conviction for which the person received an absolute pardon.

I understand that the information provided above will not necessarily result in the rejection of my application, but that the nature of the information will be considered as it relates to the performance of the job duties in question and in light of the requirements of state and federal law.

If yes, please give information regarding the nature of the charge, the date and location of conviction and the final disposition of the case:

Date:

Equal Employment Opportunity Questionnaire

To the applicant: The town of Simsbury is an Equal Opportunity Employer. In order to assist the town in assessing its Affirmative Action Plan and improving its recruitment program, it would be helpful if you would provide the following information.

Response to the questionnaire is optional. You are not required to provide this information and failure to answer the questions will not affect the status of your application. If completed, please place this form along with your completed job application in an envelope and mail to the Town of Simsbury.

The Town of Simsbury appreciates your cooperation in helping to fulfill its commitment to Affirmative Action and Equal Employment Opportunity.

Name: _____
Last First Middle

Address: _____
Street City State Zip

Position Sought: _____ **Date of Birth:** _____

Sex: ☐ Male ☐ Female

If you wish to identify yourself as a member of a particular racial or ethnic group, please check one of the following:

☐ White ☐ Black ☐ Hispanic ☐ Asian or Pacific-Islander ☐ American Indian or Alaskan Native

Do you have a handicap or disability? ☐ Yes ☐ No

How did you learn of the position opening?