

**APPLICATION FOR EMPLOYMENT**

**The Mattabasset District**

245 Main Street  
Cromwell, CT 06416

**INSTRUCTIONS: Type or print answers to ALL questions.**

POSITION(s) APPLYING FOR:		DATE:		
NAME (Last)	(First)	(MI)	PREFIX/SUFFIX (Dr., Jr.)	
ADDRESS (Number and Street)				
CITY		STATE	ZIP CODE (Last 4 digits are optional)	
HOME PHONE NUMBER: ( _____ ) _____ - _____		BUSINESS PHONE NUMBER _____ EXT. _____		
CELL PHONE NUMBER: ( _____ ) _____ - _____		( _____ ) _____ - _____		
May we call you at work?  YES      NO	Driver's License YES      NO If "Yes" State _____	Number: _____ Class: _____ Endorsements: _____		


EDUCATION: Did you graduate from High School? YES      NO	Put a check mark next to highest grade COMPLETED:
If No, have you passed a G.E.D. test? YES      NO	6      7      8      9      10      11      12

SCHOOL	NAME	ADDRESS	DATES ATTENDED		DID YOU GRADUATE ?	TYPE OF DEGREE RECEIVED	MAJOR COURSE OF STUDY
			FROM	TO			
TECHNICAL OR BUSINESS							
COLLEGE OR UNIVERSITY							
OTHER EDUCATION							

OTHER LICENSES OR CERTIFICATES REQUIRED FOR THIS POSITION				
KIND(S)	ISSUED BY	DATE ISSUED	EXPIRATION DATE	NO.
*Do you speak, read or write a language other than English? YES                      NO		IF "YES" (specify language)  (This information is voluntary unless required by the position announcement.)		

NAME: \_\_\_\_\_

## Employment Experience

Continue with your **MOST RECENT** employment and **working backward**, list all positions held **which are necessary for determining your eligibility for employment**. List all positions (titles) separately, even if with the same employer. Clearly describe the work (duties) you personally performed. **You must fill out this application completely even if a resume is being attached.**

Official Job Title		Company Name		Type of Business	
Name/Title of Immediate Supervisor		Dept. Where Assigned		Business Address/Phone No.	
Employed From: (Mo.) (Yr.)	To: (Mo.) (Yr.)	Total (Yrs. Mos.)	Salary or Wage (Starting) \$ Per	Salary or Wage (Present) \$ Per	Hours Per Week (Full time) (Part-time)
Number of Employees Supervised by You			Reason for Leaving (must be listed)		
DUTIES (must be listed)					

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NAME: \_\_\_\_\_

**CERTIFICATION**

The Mattabassett District is committed to a drug/alcohol-free work environment. The nature of its services require that all employees be capable of performing the functions of their employment position while free from the influence of any drug/alcohol with physical or mind-altering psychological effects. You may be asked to take a drug screening test. Smoking is restricted. It is prohibited in buildings and vehicles.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the District and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the District unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that the District has that same right.

I understand that prior to being offered employment with the District I will be required to take an employment examination

If a driver's license is required for the job I am offered, I will submit a certified copy of my Department of Motor Vehicle driving history prior to any interview. Upon request, I will provide to the Human Resources Department proof of any/all educational degrees and certificates.

I certify that all of the statements made in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for disqualifying me from employment, or for dismissing me after I have begun employment. Statement of fact or incomplete answer, I am subject to disqualification and dismissal and to such penalties as may be prescribed by law or personnel regulations. I understand that all statements made on this application, including employment information, are subject to verification as a condition of employment.

I waive all rights I might have against all employers and other persons providing information concerning my character, abilities, work behavior and record of employment.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Do we have your permission to contact your <u>present</u> employer?    YES            NO
Do we have permission to conduct a background check of your qualifications, education, character and record of employment? YES            NO
Attach any additional qualifications, experience, training and/or skills you may have that would enhance your candidacy for employment.

FOR HUMAN RESOURCES USE ONLY	DATE STAMP
Date of Interview: _____ Internal Candidate:          External Candidate:	
Interviewer: _____	
COMMENTS:	

**THE MATTABASSETT DISTRICT  
Equal Opportunity Information**

**COMPLETING THIS FORM IS VOLUNTARY AND IS NOT A REQUIREMENT OF EMPLOYMENT**

Various agencies of the United States Government require employers to maintain information on applicants pertaining to factors such as race, sex, and type of position applied for. The information requested is for the purpose of our compliance with these record-keeping requirements. **This information is confidential and separated from your application.** The Mattabassett District reaffirms its policy of equal employment opportunity for all qualified individuals without discrimination against any applicant or employee who is a member of any legally protected status, on the basis of, but not necessarily limited to: race, color, religion, age, marital status, sex, special disabled veterans and veterans of the Vietnam era, national origin, ancestry, sexual orientation, blindness, or any disability when such applicant or employee can, with reasonable accommodation, perform the essential functions of the job. Underscoring this policy is our strong concern for our employees' dignity and well being and our commitment to provide for a safe, productive and professional work environment.

**1. AGE:**

16 or less

17 to 25

26-40

41 to 65

66 or older

**2. SEX:**

Female

Male

**3. ETHNIC GROUP:**

Caucasian (Non-Hispanic Origin)

Asian or Pacific Islander

African American (Non-Hispanic Origin)

Hispanic

Other

**4. HOW DID YOU HEAR ABOUT THIS POSITION?**

Hartford Courant

Careerbuilder.com

Monster.com

Web Site

Employee

Walk-in

Publication/Newspaper (please specify) \_\_\_\_\_

Professional Organization (please specify) \_\_\_\_\_

Internet (please specify) \_\_\_\_\_

Other (please specify) \_\_\_\_\_

**I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT**

Name: \_\_\_\_\_ Position Applying For: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_