



Application for Employment with Mansfield, CT

Date of Application _____

Position(s) Applied For _____

The Town of Mansfield is an equal opportunity employer. The Town will not, except in the case of a bona fide occupational qualification or need or except as otherwise permitted by law, discriminate on the basis of race, color, religious creed, age, sex, marital status, sexual orientation, national origin, ancestry, present or past history of mental disability, mental retardation, learning disability or physical disability, with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment.

Directions

Please complete all sections of this application in as much detail as possible. Before beginning a new section, read the directions carefully. The application is the first screening device in the recruitment process. The information contained in both the Education and Employment Experience sections of this application will be used to assess your qualifications for the position in question. Therefore, it is very important that you provide any and all information that will aid the Town in assessing your qualifications. Thank you for your interest in the Town of Mansfield.

Name _____
LAST FIRST MIDDLE

Address _____
NUMBER STREET CITY STATE ZIP CODE

Telephone (_____) _____ (_____) _____
HOME NUMBER WHERE YOU CAN BE REACHED DURING THE DAY

E-mail Address _____

On what date would you be available for work? _____

Are you available to work Full-Time Part-Time Temporary

Are you a United States citizen or are you authorized to work in the United States? Yes No
(Proof of citizenship or authorization to work in the United States will be required at time of hire.)

*Answer ONLY if a driver's license is REQUIRED FOR THE POSITION YOU SEEK.
Do you have a valid Connecticut driver's license? Yes No

Education

	High School	College/Technical	Graduate/Professional
School Name			
Location			
Number of Years Completed	9 10 11 12	1 2 3 4	1 2 3 4
Specify Degree Received (please indicate concentration area if applicable)			

Briefly describe any specialized training, apprenticeship skills, or extra-curricular activities.

Briefly describe course work relevant to this position

State any additional information you feel may be helpful to us in considering your application.

Employment Experience

Start with your current or most recent job. Include military service assignments and volunteer activities.

Employer:	Employed From:
Address:	Employed To:
Job Title:	
Supervisor:	Start Salary:
Reason for Leaving:	End Salary:

Work Performed:

Employer:	Employed From:
Address:	Employed To:
Job Title:	
Supervisor:	Start Salary:
Reason for Leaving:	End Salary:

Work Performed:

Employer:	Employed From:
Address:	Employed To:
Job Title:	
Supervisor:	Start Salary:
Reason for Leaving:	End Salary:
Work Performed:	

Employer:	Employed From:
Address:	Employed To:
Job Title:	
Supervisor:	Start Salary:
Reason for Leaving:	End Salary:
Work Performed:	

Employer:	Employed From:
Address:	Employed To:
Job Title:	
Supervisor:	Start Salary:
Reason for Leaving:	End Salary:
Work Performed:	

References

Name	Complete Address	Job Title & Name of Work Place	Phone Number

Special Skills and qualifications acquired from employment or other experience.

Criminal History Inquiries

“Conviction”, for this application, means a final judgment or verdict of guilty, a plea of guilty, or plea of nolo contendere, in any state or federal court, regardless of whether an appeal is pending or could be taken. “Conviction” does not include a final judgment or verdict that has been expunged by pardon, reversed, set aside or otherwise rendered invalid. Further, you are **not required to disclose** any arrest(s), criminal charge(s) or conviction(s) the record(s) of which have been **erased under law**. Such records can include records of finding of delinquency or that a child was a member of a family with service needs (Conn. Gen. Stat. § 46b-146), adjudication of youthful offender status (Conn. Gen. Stat. § 54-76o), criminal charges dismissed or nolle, or charges for which a person is found not guilty or a conviction later resulting in an absolute pardon (Conn. Gen. Stat. § 54-142a).

Further, any person whose criminal records have been erased is deemed under law never to have been arrested with respect to such erased proceedings and may so swear under oath.

Should you have any questions about answering questions on this application, or your rights concerning erased records, please contact the Town Manager’s Office at (860) 429-3336

Have you ever been convicted of a crime? If yes, please explain. Yes No

Please indicate below how you became aware of this job opportunity:

- Newspaper Name of Newspaper: _____
- Website Web Address: _____
- Job Posting Where: _____
- Employment Referral Service Company: _____
- Community/Civic Organization Name: _____
- College Placement Office
- Informed by a Friend
- Informed by a Town Employee
- Walk-in
- Other: _____

Applicant’s Statement

I certify that all of the answers and statements contained in this application are complete, true and correct to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the Town of Mansfield during the application process.

Signature of Applicant

Date



Town of Mansfield, CT Equal Opportunity Employer

The Town of Mansfield is an *Equal Opportunity Employer*. Applicants are considered for all positions without regard to race, creed, color, religion, sex, national origin, sexual orientation, ancestry, age, marital, family or veteran status, past or present history of mental disorder, mental retardation, learning disability, or physical disability or handicap including but not limited to blindness.

Because the Town of Mansfield is committed to making a concerted effort to recruit qualified applicants from all of the above mentioned groups, we ask that you complete the following questions.

This information will be used solely for affirmative action and recruitment purposes, in accordance with the Americans with Disabilities Act (ADA) and other applicable laws. Submission of this data is voluntary and refusal will not subject you to any adverse treatment. Although completing this information is voluntary, your cooperation will help us with mandated federal and state reporting, and with future recruiting. As required by the ADA and other applicable laws, this data will be kept confidential in an affirmative action file separate from your application.

Position(s) Applied For: _____

Date: _____

Date of Birth: _____

Select Sex: Male Female

Select one: Race/Ethnic Group: White
 Black
 Hispanic
 American Indian, Eskimo, or Aleut
 Asian or Pacific Islander
 Other: _____

Check one, if any of the following are applicable: Veteran
 Veteran with a Disability
 Individual with a Disability

Please identify the nature of your disability in the space below if you so choose:
