

**APPLICATION FOR EMPLOYMENT**

**TOWN OF OXFORD**

S.B. Church Memorial Town Hall

486 Oxford Road, Oxford, Connecticut 06478-1298

203-888-2543 FAX 203-888-2136

**Equal Opportunity Employer**

Prospective employees will receive consideration without discrimination because of race, color, religion, creed, gender, age, national origin, disability or any other legally protected status.

**PLEASE PRINT AND COMPLETE ENTIRE FORM**

**Position(s) Applied For:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Last Name First Name Email Address

Street Address City State Zip

Cell Phone Social Security # Date of Birth

How long at present address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How long at previous address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever filed an application with us before? If yes, give date and location. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been employed by the Town of Oxford before? If yes, give date and location. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, state name and relationship and position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? \_\_\_\_\_\_

Are you currently employed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we contact your current employer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date available for work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ What is your desired salary range? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you available for work: Full Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Part Time \_\_\_\_\_\_\_\_\_\_\_\_\_ Temporary \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you work overtime if asked? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been bonded? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If yes, with what employer(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you currently on “lay off” status and subject to recall? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Can you travel if the job requires it? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you computer literate? \_\_\_\_\_\_\_\_\_\_\_ List Microsoft applications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School** | **Name and Address****Of School** | **Course of Study** | **No. of Years** | **Degree/Diploma** |
| **High School** |  |  |  |  |
| **Undergraduate College** |  |  |  |  |
| **Graduate/Professional** |  |  |  |  |
| **Other** |  |  |  |  |

**ADDITIONAL INFORMATION**

State any additional information you feel may be helpful to us in considering your application, including any job related training in the U.S. Military.

**EMPLOYMENT EXPERIENCE**

Start with your present or last job. Include any job-related military assignments and volunteer activities. Exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

|  |  |  |
| --- | --- | --- |
| **Employer** | **Dates Employed** | **Work Performed** |
| **Address** |  |  |
| **Telephone** | **Hourly Rate/Salary** |  |
| **Starting/Present Job Title** | **Starting** | **Final** |  |
| **Reason for Leaving** | **May We Contact** |  |
| **Supervisor** |  |  |

|  |  |  |
| --- | --- | --- |
| **Employer** | **Dates Employed** | **Work Performed** |
| **Address** |  |  |
| **Telephone** | **Hourly Rate/Salary** |  |
| **Starting/Present Job Title** | **Starting** | **Final** |  |
| **Reason for Leaving** | **May We Contact?** |  |
| **Supervisor** |  |  |

**Positions available in Parks & Recreation:**

1. **Camp Counselor** – must be at least 16 years old. Camp runs for 6 weeks: Please check preference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teen Travel Camp** **Younger Kids Camp**

1. **Lifeguard** – must provide proof of certification. Must be at least 16 years old.

**Summer Travel Plans? Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ T-Shirt Size: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**REFERENCES** Do not include family members or past supervisors.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Phone #** | **Best Time to Call** | **Occupation** |
| 1) |  |  |  |
| 2) |  |  |  |
| 3) |  |  |  |

**APPLICANT’S STATEMENT**

The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature Date Rev. 1/17/2018**