

# TOWN OF EAST GRANBY

9 CENTER STREET  
EAST GRANBY, CT 06026



## APPLICATION FOR EMPLOYMENT

Today's Date:

Name :     
Last First Middle

Address :

City/State/Zip :

Phone : (  )  Social Security # :

E-Mail :

Position Applying For

Date Available for Work :

Are you legally eligible for employment in the U.S.? :  Yes  No

Are you of legal age to work at the job for which you are applying in the State of CT? :  Yes  No

Special training or skills (languages, etc.) that would be of special benefit for the job in which you are applying:

## EDUCATIONAL BACKGROUND

School	Name & Location	Course of Study	Degree or Diploma
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Grammar:

High School:

College:

Other School (Trade, Vocational, Graduate)

Membership in professional or civic organizations

## EMPLOYMENT EXPERIENCE

List your most recent employer first.

Employer : \_\_\_\_\_

Phone : (        )                      E-Mail : \_\_\_\_\_

Job Title : \_\_\_\_\_ Supervisor : \_\_\_\_\_

Dates Employed From : \_\_\_\_\_ to \_\_\_\_\_ Hourly Rate/Salary : \_\_\_\_\_

Work Performed : \_\_\_\_\_

Reason for Leaving : \_\_\_\_\_

Employer : \_\_\_\_\_

Phone : (        )                      E-Mail : \_\_\_\_\_

Job Title : \_\_\_\_\_ Supervisor : \_\_\_\_\_

Dates Employed From : \_\_\_\_\_ to \_\_\_\_\_ Hourly Rate/Salary : \_\_\_\_\_

Work Performed : \_\_\_\_\_

Reason for Leaving : \_\_\_\_\_

Employer : \_\_\_\_\_

Phone : (        )                      E-Mail : \_\_\_\_\_

Job Title : \_\_\_\_\_ Supervisor : \_\_\_\_\_

Dates Employed From : \_\_\_\_\_ to \_\_\_\_\_ Hourly Rate/Salary : \_\_\_\_\_

Work Performed : \_\_\_\_\_

Reason for Leaving : \_\_\_\_\_

May we contact any/all of your employers? \_\_\_\_\_

## PERSONAL REFERENCES

**REFERENCES:** List below three individuals who can describe your qualifications for this position, preferably supervisors, professors, colleagues, etc.

1. Name \_\_\_\_\_ Phone (        ) \_\_\_\_\_

Address \_\_\_\_\_

2. Name \_\_\_\_\_ Phone (        ) \_\_\_\_\_

Address \_\_\_\_\_

3. Name \_\_\_\_\_ Phone (        ) \_\_\_\_\_

Address \_\_\_\_\_

As part of your application with the Town of East Granby, we need to perform a reference check regarding your employment and education history. Please read this form carefully and sign only if you agree to the terms and conditions of the release statement.

Name: (Last, First, Middle Initial)

Position Applying For:

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*I, the undersigned, do hereby authorize the Town of East Granby and its agents to contact any of the educators, employers and references listed on this application, and I authorize such educators, employers and references to release to the Town of East Granby and its agents any and all information (including documents and other records) regarding my education, employment history or any other matter related to my application for employment with the Town of East Granby.*

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Applicant's Signature

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Date Signed

**TO THE APPLICANT:**

**Please fill out the application form as fully as possible. If you have a resume, cover letter or other information to present, you still must fill out the application form.**

**You must also acknowledge the following notice when submitting your application:**

**DISCLAIMER:**

**This application for employment, the Town Personnel Policy Manual, position descriptions, are not intended to create any contract of employment with the Town of East Granby.**

**The Town of East Granby reserves the right to reject any or all applications which may be deemed in its best interest to do so.**

**I have read and fully understand the above disclaimer.**

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**Applicant's Signature**

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**Date**