



Town of Old Lyme

52 Lyme Street
Old Lyme, CT 06371

APPLICATION FOR EMPLOYMENT

The Town of Old Lyme (“Town”) is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis prohibited by law. The Town considers applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, marital status, military/veteran status, sexual orientation, gender identity/expression, genetic information, hair texture/protective hairstyles or any other characteristic protected by applicable local, federal, or state law.

<i>Last Name</i>	<i>First Name</i>	<i>Middle</i>	
<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Email Address</i>			
<i>Cell Phone</i>	<i>Home Phone</i>	<i>Work Phone</i>	

PERSONAL INFORMATION

How did you first learn about the position for which you are applying?

Newspaper

Internet

Other

Are you a US Citizen or alien authorized to work in the United States?

Yes

No

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status?

Yes

No

If employment is offered, can you produce documentation required by law to establish work authorization and identity?

Yes

No

EMPLOYMENT DESIRED

Position(s) applied for: _____

Date available to begin work: _____

Please indicate your availability:

Full-Time

Part-Time

Are you able and willing to work overtime if your job requires it?

Yes

No

Are you able and willing to travel if your job requires it?

Yes

No

SKILLS AND QUALIFICATIONS

Provide a list of computer operating systems and programs that you have experience with and indicate your level of expertise:

Describe other skills and qualifications you have relevant to the position(s) for which you are applying:

Have you ever been dismissed, involuntarily terminated, or forced to resign from employment?

Yes

No

If yes, please explain:

EDUCATION AND TRAINING

	Name/Address of School	Course of Study	Diploma/Degree
Secondary/High School			
College/University			

Scholastic Average at Each University:

Academic Scholarships/Awards:

Describe any licenses, certifications, and/or specialized training you have received:

Have any license or certification you have held been surrendered, suspended, or revoked for any reason? If yes, please explain.

Yes

No

ADDITIONAL INFORMATION

Provide any additional information you feel may be helpful in considering your application:

EMPLOYMENT HISTORY

Provide your complete employment history for the past 15 years. Do not omit any jobs. Include any job-related military service assignments and volunteer activities. If you will require additional space, please print additional copies of page 5 or continue on the back of the page.

Employer _____ From _____ To _____

Address _____ Phone _____

Job Title _____

Duties & Accomplishments

Supervisor's Name & Title _____

Reason for Leaving _____

Employer _____ From _____ To _____

Address _____ Phone _____

Job Title _____

Duties & Accomplishments

Supervisor's Name & Title _____

Reason for Leaving _____

Employer _____ From _____ To _____

Address _____ Phone _____

Job Title _____

Duties & Accomplishments

EMPLOYMENT HISTORY CONT.

Employer _____ From _____ To _____

Address _____ Phone _____

Job Title _____

Duties & Accomplishments

Supervisor's Name & Title _____

Reason for Leaving _____

Employer _____ From _____ To _____

Address _____ Phone _____

Job Title _____

Duties & Accomplishments

Supervisor's Name & Title _____

Reason for Leaving _____

Employer _____ From _____ To _____

Address _____ Phone _____

Job Title _____

Duties & Accomplishments

REFERENCES

<i>Name</i>	<i>Address</i>	<i>Telephone Number(s)</i>
1		
2		
3		

EMERGENCY CONTACT

<i>Name</i>	<i>Relationship</i>	<i>Telephone Number(s)</i>
1		
2		

AT-WILL EMPLOYMENT DISCLAIMER AND APPLICANT'S AGREEMENT AND CERTIFICATION

I certify that the information provided in this application is true and accurate to the best of my knowledge.

I understand the use of this application form does not indicate there are any open positions and does not in any way obligate the Town ("Employer").

I understand that should I be granted an interview, no representations that may be made during the interview are to be construed as creating an obligation, promise, or contract on behalf of the Town. Further, in consideration of employment, I agree to conform to the policies and procedures of the Town, as they may from time to time be implemented or revised, and that my employment and compensation can be terminated with or without cause or notice, at any time and for any lawful reason or for no reason at all at the option of either the Town or myself. It is further understood that this "at-will" employment relationship may not be changed by any written document or by conduct unless the First Selectman of the Town specifically acknowledges such change in writing. I understand that no supervisor, member of management, or any other employee of the Town has any authority to make a commitment of guaranteed or continued employment to me, and no document or publication of this Employer should be interpreted to make such a guarantee.

I understand that false or misleading information given in my application, resume, interview(s), or during the course of my employment may result in withdrawal of a job offer or discipline up to and including termination of employment, whenever the omission or falsehood is discovered.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I may be subject to a drug test and/or medical examination and that I must pass before I commence work.

I have read, understand, and agree to the foregoing.

Signature of Applicant

Date