

TOWN OF MONROE • 7 FAN HILL ROAD • MONROE, CT 06468-1800

APPLICATION FOR EMPLOYMENT

Date: _____

Application must be filled out in its entirety for acceptance.

(PLEASE PRINT)

Winter Position(s) Applied For (consult job description for qualifications before applying). Copies of all certifications (e.g. LGT, WSI, SFA, AED, CPR, etc.) must be attached or application will **not** be accepted.

Lifeguard _____ WSI _____ Admissions Monitor _____ Other _____

Please circle nights available and cross off those not available: Mon Tues Wed Thurs Fri Sat

How Did You Learn About Us?

Advertisement Employment Agency Friend Relative Walk-In Other _____

PERSONAL INFORMATION

Name _____ SS# _____
Last First Middle

Present Address _____
Street City State Zip

Permanent Address _____
Street City State Zip

Phone No. _____ Are you 16 years or older? Yes No

Email address _____

Are you either a U.S. Citizen or authorized to work in the United States? Yes No

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Salary Desired _____

Have you ever worked for the Town? Where _____ When _____

Can you perform the essential functions for this position with or without reasonable accommodation? _____

Can you travel if your job requires it? _____

Do you have friends or relatives working here? _____ If yes, list name and relationship to you _____

Education	Name and Location of School	No. of years attended	Did you Graduate?	Subjects studied
-----------	-----------------------------	-----------------------	-------------------	------------------

High School or GED

College

Graduate, Trade, Business or Correspondence School

FORMER EMPLOYERS (LIST EMPLOYERS, STARTING WITH THE MOST CURRENT)

Month and Year	Name and Address of Employer	Salary	Position	Reason for leaving
----------------	------------------------------	--------	----------	--------------------

From _____

To _____

From _____

To _____

From _____

To _____

Additional Information

Other Qualifications: List special job-related skills, certifications, and qualifications you possess _____

References: Give the names of three business references not related to you, whom you have known at least one year

Name	Address	Phone	Business Years Acquainted
------	---------	-------	---------------------------

1. _____

2. _____

3. _____

In case of emergency notify _____

Name

Address

Phone No.

EMPLOYEE CERTIFICATIONS AND AGREEMENTS

I authorize representatives of the Town of Monroe to obtain pertinent information from my previous employers, references, and other persons with knowledge of my work history and background. I authorize my previous employers, references, and persons with knowledge of my work history and background to provide pertinent information to the Town and hereby release all such persons and waive any and all claims, demands or causes of action whatsoever, in connection with the request for the release of such information.

I certify that the information or falsifications will be reason for withdrawal of a job offer or termination of employment whenever the omission or falsehood is discovered. I authorize any investigation into the statements I have made in this application as necessary to arrive at an employment decision.

All employees of the Town of Monroe have the right to resign from their jobs at any time, for any reason or for no reason at all, with or without advance notice. The Town retains the same right with respect to termination of any employee's employment. No manager, supervisor or other individual of the Town of Monroe has authority to make a commitment of guaranteed or continuing employment to you, and no document or publication of the Town should be interpreted to make such a guarantee. Nothing stated by the Town of Monroe, in writing or orally, during the interview and/or hiring process is to be construed as creating a contract between the applicant and the Town of Monroe.

I have read, understand and agree to the foregoing.

Signature of Applicant

Date

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. EOE