

Town of Marlborough



APPLICATION FOR EMPLOYMENT

Position Applying for: _____ Date: _____

GENERAL INFORMATION

Name: _____
 First Middle Last

Have you ever been known by any other name? If so: _____

Address: _____

Home Phone No.: _____ Cell Phone No.: _____

Email Address: _____

Are you at least 18 years old? YES NO

Have you ever been employed by the Town of Marlborough or the Region #8 Board of Education?
 YES NO

If yes, list the department, position, and dates of employment: _____

Are you eligible for employment in the United States? YES NO

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

(Please leave this space blank)

EDUCATION

High School	Location	Highest Grade Completed	Diploma/GED (Y/N)

College/University	Location	Dates Attended	Course of Study (Major/Minor)	Degree / Credits Completed

Please list certifications, licenses, or other specialized training or courses related to the position for which you are applying, if any. As applicable, include name of the licensing authority/state, certification/license numbers, location, dates of attendance, date completed, expiration date, and similar relevant information.

Please list any additional qualifications, skills, abilities, or knowledge not otherwise provided as part of this application related to the position for which you are applying, if any. This may include machine operation experience, language fluency, computer skills, etc.

WORK EXPERIENCE

Starting with your present or most recent employment, provide a list of all current or prior employment experience, including positions held, whether full- or part-time, paid or unpaid, etc. Attach additional sheets if necessary.

Name of Employer: _____

Employer Address: _____

Dates of Employment: _____ Position: _____

Supervisor: _____ Hours per week: _____

Reason for leaving: _____

Duties & Responsibilities: _____

Name of Employer: _____

Employer Address: _____

Dates of Employment: _____ Position: _____

Supervisor: _____ Hours per week: _____

Reason for leaving: _____

Duties & Responsibilities: _____

Name of Employer: _____

Employer Address: _____

Dates of Employment: _____ Position: _____

Supervisor: _____ Hours per week: _____

Reason for leaving: _____

Duties & Responsibilities: _____

Name of Employer: _____

Employer Address: _____

Dates of Employment: _____ Position: _____

Supervisor: _____ Hours per week: _____

Reason for leaving: _____

Duties & Responsibilities: _____

MILITARY EXPERIENCE (IF ANY, OPTIONAL)

Branch	Dates	Rank/Duties	Type of Separation

REFERENCES

Please provide at least three references who can discuss your qualifications for this position, preferably employment-related references such as current or former supervisors.

Name: _____

Address: _____

Phone No.: _____

Employer: _____ Title: _____

Relationship: _____

Name: _____

Address: _____

Phone No.: _____

Employer: _____ Title: _____

Relationship: _____

Name: _____

Address: _____

Phone No.: _____

Employer: _____ Title: _____

Relationship: _____

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION

The Town of Marlborough is committed to a policy of equal opportunity and affirmative action for all qualified persons. The Town of Marlborough does not discriminate on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, genetic information, veteran status, past/present history of mental disorder, learning disability, physical disability or any other basis prohibited by Connecticut state or federal law. The Town of Marlborough encourages the submission of applications by women, minorities and persons with disabilities.

VERIFICATION STATEMENT

I hereby certify that the information in this Application for Employment is true, correct, and complete to the best of my knowledge and belief and is made in good faith. I certify that I have answered all questions to the best of my ability and I have not withheld any information that would unfavorably affect my application for employment.

I understand that the information is subject to verification by the Town of Marlborough and that incomplete, false, misleading, or inaccurate information may result in the rejection of this application and that false information may result in my dismissal if employed. I understand that if I am employed by the Town of Marlborough I may be required to submit to a background check which may include state and national criminal history records checks, motor vehicles records checks, a Connecticut Department of Children and Families child abuse and neglect registry records check, and may include, but is not limited to, obtaining a consumer report.

I also understand that the Town of Marlborough's acceptance of this application does not constitute or imply an employment agreement. I agree that, if I am employed, I will abide by all Town of Marlborough policies, procedures, directives, and rules. Finally, I understand that if I accept a position with the Town of Marlborough, the statements on this application will become part of my permanent record.

Signature: _____ Date: _____