



Town of Plainfield

AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER
DEPT. OF PERSONNEL
TOWN HALL
8 Community Avenue
Plainfield, CT 06374

Phone (860) 230-3001 Fax (860) 230-3033
Email: dmineau@plainfieldct.org

APPLICATION FOR EMPLOYMENT

JOB APPLYING FOR: _____

AVAILABLE AS OF: _____ **PART TIME:** _____ **FULL TIME:** _____

LAST NAME	FIRST NAME	MIDDLE
STREET ADDRESS		P O BOX
TOWN	STATE	ZIP CODE
PHONE NUMBER	SOCIAL SECURITY #	

ARE YOU AT LEAST 18 YEARS OF AGE? _____

HAVE YOU EVER BEEN CONVICTED OF ANY OFFENSE OTHER THAN A MINOR TRAFFIC VIOLATION?
_____ CONVICTION IS NOT NECESSARILY DISQUALIFYING. GIVE FACTS AND DATES OF YOUR
CONVICTION(S) BELOW. _____

ARE YOU A U.S. CITIZEN? _____ If not, aliens must show an alien registration receipt card or
form I-94 endorsed to permit employment.

**ARE YOU ABLE TO PERFORM ALL THE ESSENTIAL JOB FUNCTIONS LISTED IN THE JOB ANNOUNCEMENT
OF THE POSITION APPLIED FOR?** _____

**DO YOU HAVE A CURRENT CT DRIVERS LICENSE? (IF YES, PLEASE INCLUDE LICENSE NUMBER AND
EXPIRATION)?** _____

DO YOU HAVE A CDL OR SPECIAL DRIVERS LICENSE? _____

ARE YOU LICENSED TO OPERATE ANY SPECIAL EQUIPMENT? _____

LIST ANY CURRENT CERTIFICATIONS (LIFEGUARD, FIRST AID, HAZ-MAT, ETC.)

MAY WE CONTACT YOUR CURRENT EMPLOYER? _____

EDUCATION			
HIGH SCHOOL	STATE	DATES ATTENDED	HIGHEST GRADE OR DIPLOMA
IF YOU HAVE A HIGH SCHOOL EQUIVALENCY CERTIFICATE GIVE THE YEAR AND PLACE IT WAS GRANTED:			
COLLEGE	STATE	DATES ATTENDED	HIGHEST GRADE OR DIPLOMA
GRADUATE SCHOOL	STATE	DATES ATTENDED	HIGHEST GRADE OR DIPLOMA

WORK EXPERIENCE

START WITH YOUR PRESENT OR LAST JOB AND WORK BACK LISTING ALL PAID OR UNPAID, FULL OR PART-TIME WORK, MILITARY SERVICE, AND SUMMER JOBS PERFORMED DURING THE LAST TEN (10) YEARS. Use additional sheets of plain paper if you need more space.

1

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
Job Title	Starting	Final	
Reason for Leaving	Supervisor		

2

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
Job Title	Starting	Final	
Reason for Leaving	Supervisor		

3

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
Job Title	Starting	Final	
Reason for Leaving	Supervisor		

4

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
Job Title	Starting	Final	
Reason for Leaving	Supervisor		

If you need additional space, please continue on a separate sheet of paper.

REFERENCES: LIST THREE CONTACTS WHO HAVE AGREED TO GIVE REFERENCE OTHER THAN A RELATIVE.

1. _____
NAME ADDRESS PHONE#

2. _____
NAME ADDRESS PHONE#

3. _____
NAME ADDRESS PHONE#

OTHER QUALIFICATIONS: List any additional special job related skills and qualifications. State any additional information you feel may be helpful to us in considering your application:

CERTIFICATION: I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that incomplete, false, or inaccurate information may result in the rejection of this application and false information may result in my dismissal if employed.

DATED: _____ SIGNATURE OF APPLICANT: _____

RECRUITING INFORMATION: How did you hear about this job? (Please check one)

Norwich Bulletin

Other Newspaper

Department of Labor

Professional Journal. Please give name: _____

Personnel Department

Community Agency: Please give name: _____

Present Employee

Other. Please specify: _____

COMPLIANCE INFORMATION: The following information is needed for compliance with governmental selection requirements and for EEO reports. It will be detached when your application is filed and information on it will not be considered in the employment process.

Your name: _____

Job Applied For: _____

Sex: (please check) Male Female

Describe yourself in terms of one of the following groups. (Check one)

- American Indian
- Black/African American
- White/Caucasian
- Hispanic/Spanish
- Oriental/Asian American
- Other (Please Specify): _____

FOR OFFICE USE ONLY

Position: _____ Interview Date: _____

Starting Rate: _____ Start Date: _____