

# CITY OF WATERBURY

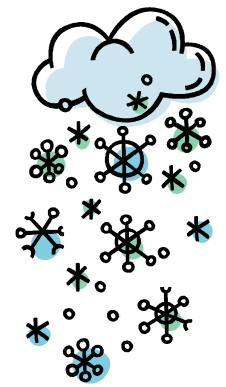
HUMAN RESOURCES

236 Grand Street

Waterbury, CT 06702

Phone: (203) 574-6761 Fax: (203) 574-8087

An Equal Opportunity Employer



## WINTER RECREATION APPLICATION FOR EMPLOYMENT

### GENERAL INFORMATION

Name: \_\_\_\_\_     \_\_\_\_\_  
 (Last) (First) (Middle) Last 4 Digits SSN

Address: \_\_\_\_\_  
 (Street/Apt #) (City) (State) (ZIP)

Home Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_  
 (Area Code) (Area Code)

Email Address: \_\_\_\_\_

May We Call You at Work?  Yes  No Best daytime contact:  Home  Work  Cell

Are you now, or have you ever been employed by the City of Waterbury?  Yes  No  
 If yes, please give dates of employment and job title \_\_\_\_\_

Do you have a valid driver's license?  Yes  No  
 Are you legally authorized to work in the United States?  Yes  No  
 Are you at least 18 years old?  Yes  No

Note: Verification of identity and employment eligibility required at time of hire.

**Requirements for all positions:** *If you are younger than 18 years of age, you will need to submit a work permit prior to beginning employment. Work permits may be obtained at the Department of Education on the 3<sup>rd</sup> Floor with a request from Human Resources on your behalf.*

### EDUCATION

<u>Type of School</u>	<u>Name and Location</u>	<u># of years Attended</u>	<u>Did you Graduate?</u>	<u>Type of Degree</u>	<u>List Major</u>
High School					
College or University					
Other Education					

## EXPERIENCE/TRAINING

Please indicate your experience with Recreational Activities: \_\_\_\_\_

Have you ever worked with children?  Yes  No If Yes, What Age(s): \_\_\_\_\_

Describe your leadership and volunteer experience(s) \_\_\_\_\_

What date could you begin work? \_\_\_\_\_ What is the last date available to work? \_\_\_\_\_

Are you willing and able to work Weekends, Nights, Flexible Hours?  Yes  No

## RECREATION

*Please indicate your experience and detail your qualifications in the space provided. Include any Jr. Varsity and Varsity experience.*

- ARTS AND CRAFTS \_\_\_\_\_
- MUSIC (VOCAL/INSTRUMENTAL) \_\_\_\_\_
- DANCE \_\_\_\_\_
- BASEBALL \_\_\_\_\_
- DRAMA \_\_\_\_\_
- SEWING \_\_\_\_\_
- SOFTBALL \_\_\_\_\_
- BASKETBALL \_\_\_\_\_
- TENNIS \_\_\_\_\_
- SOCCER \_\_\_\_\_
- NATURE STUDIES AND ENVIRONMENTAL EDUCATION \_\_\_\_\_
- PARAPROFESSIONAL \_\_\_\_\_
- OTHER \_\_\_\_\_

## REFERENCES

Please provide three (3) Employment/School references of persons not related to you.

_____ Name	_____ Company/School	_____ Phone Numbers/Email Address
_____ Name	_____ Company/School	_____ Phone Numbers/Email Address
_____ Name	_____ Company/School	_____ Phone Numbers/Email Address

# EMPLOYMENT HISTORY

Beginning with your PRESENT OR MOST RECENT employment or volunteer experience, list all positions held which are necessary for determining your eligibility for employment.

Official Job Title: \_\_\_\_\_ Company Name: \_\_\_\_\_

Name & Title of Immediate Supervisor: \_\_\_\_\_ Dept. Where Assigned: \_\_\_\_\_

Business Address/Phone#: \_\_\_\_\_

Employed From:  $\frac{\quad}{\quad}/\frac{\quad}{\quad}$  To:  $\frac{\quad}{\quad}/\frac{\quad}{\quad}$  Total:  $\frac{\quad}{\quad}/\frac{\quad}{\quad}$  Hours per week \_\_\_\_\_  
(mo/yr) (mo/yr) (yr/mo)

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

DUTIES (must be listed): \_\_\_\_\_

\_\_\_\_\_

Official Job Title: \_\_\_\_\_ Company Name: \_\_\_\_\_

Name & Title of Immediate Supervisor: \_\_\_\_\_ Dept. Where Assigned: \_\_\_\_\_

Business Address/Phone #: \_\_\_\_\_

Employed From:  $\frac{\quad}{\quad}/\frac{\quad}{\quad}$  To:  $\frac{\quad}{\quad}/\frac{\quad}{\quad}$  Total:  $\frac{\quad}{\quad}/\frac{\quad}{\quad}$  Hours per week \_\_\_\_\_  
(mo/yr) (mo/yr) (yr/mo)

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

DUTIES (must be listed): \_\_\_\_\_

\_\_\_\_\_

Official Job Title: \_\_\_\_\_ Company Name: \_\_\_\_\_

Name & Title of Immediate Supervisor: \_\_\_\_\_ Dept. Where Assigned: \_\_\_\_\_

Business Address/Phone #: \_\_\_\_\_

Employed From:  $\frac{\quad}{\quad}/\frac{\quad}{\quad}$  To:  $\frac{\quad}{\quad}/\frac{\quad}{\quad}$  Total:  $\frac{\quad}{\quad}/\frac{\quad}{\quad}$  Hours per week \_\_\_\_\_  
(mo/yr) (mo/yr) (yr/mo)

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

DUTIES (must be listed): \_\_\_\_\_

\_\_\_\_\_

## DISMISSAL:

Have you ever been dismissed from employment for inefficiency, delinquency or misconduct?  Yes  No  
If "Yes", below please provide a detailed explanation.

\_\_\_\_\_

\_\_\_\_\_

**NOTICE TO APPLICANTS REGARDING PRE-EMPLOYMENT DRUG TESTING**

Any individual applying for employment with the City of Waterbury or the Waterbury Board of Education (hereafter collectively "WATERBURY") may be required to submit to a urinalysis drug test as a mandatory part of the employment application process.

This notice serves as a written statement of WATERBURY's intention to conduct drug testing as part of the application process. The testing will be conducted in accordance with the procedures required by applicable state and federal regulations. Tested applicants will be given a copy of any positive test result. All test results shall be considered confidential by WATERBURY and shall only be disclosed to such persons for whom such disclosure is necessary. Positive test results, or a refusal to sign this consent form and participate in pre-employment drug testing, shall be grounds for denial of employment. Arrangements for testing will be made by a representative of WATERBURY, in consultation with each applicant. Cooperation in scheduling the testing is important for processing an application.

Further, WATERBURY prohibits employees from possessing or being under the influence of alcohol or illegal drugs while performing work-related functions. Failure to consent to a properly requested test for drugs or alcohol during the course of employment or failing a drug or alcohol test are grounds for termination of employment.

By signing below, you consent to be drug tested and acknowledge you have thoroughly read the foregoing notice and policy, and you understand and agree that in order to be considered for employment with WATERBURY, you will comply in full with WATERBURY's drug and alcohol policies.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**NOTICE OF BACKGROUND CHECK AND FAIR CREDIT REPORTING ACT DISCLOSURE**

As part of the interview process, the City of Waterbury or the Waterbury Board of Education (hereafter collectively "WATERBURY") and its representatives and/or agents, including the Waterbury Civil Service Commission, may conduct a background check. If you are hired, WATERBURY may also conduct a background check in deciding whether to continue your employment and when making other employment-related decisions directly affecting you. As part of any background check, WATERBURY may obtain a "consumer report" from a "consumer reporting agency." These terms are defined in the Fair Credit Reporting Act ("FCRA"), which applies to you. A consumer report may include information regarding such issues as your criminal record, motor vehicle record, character and reputation or other public record information on file in local, state or federal agencies. These reports may contain information regarding your use of social media, and other publicly accessible information. Social media includes, but is not limited to, social networking websites (e.g., Facebook), professional networking websites (e.g., LinkedIn), blogs, and other online media.

WATERBURY may only obtain and/or use a credit report pertaining to any Connecticut applicants/employees: (a) when the report is required by law; or (b) when WATERBURY reasonably believes the employee engaged in any activity that constitutes a violation of the law related to his/her employment; or (c) when the report is substantially related to the applicant/employee's current or potential job or when WATERBURY has a bona fide purpose for requesting or using the information in the credit report that is substantially job-related and is disclosed in writing to the applicant/employee.

If WATERBURY obtains a "consumer report" about you, and considers any information in the "consumer report" when making an employment-related decision that directly and adversely affects you, you will be provided with a copy of the report before the decision is finalized and other information required by the FCRA (including a summary of your rights under the FCRA and the name, address and telephone number of the consumer reporting agency and other applicable federal agencies).

**CERTIFICATION:**

I certify that the statements made by me on this application are true and complete to the best of my knowledge and are made in good faith. I understand that if I knowingly make any misstatement of fact, I am subject to disqualification and dismissal and to such other penalties as may be prescribed by law or personnel regulations. All statements made on this application, including employment information, are subject to verification as a condition of employment. I voluntarily give the Civil Service Commission of the City of Waterbury, Connecticut, or its duly authorized representative the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies, or corporations supplying such information.

**APPLICANT'S STATEMENT AND SIGNATURE:**

I attest that the above information is true; I understand that if I am offered a position: (a) I will be responsible for the requirements and terms of the job description, (b) I will be required to attend training and orientation as needed for the position (c) an offer of a position may be contingent upon my completing and verifying required certifications at least two weeks before the position starts, and upon successfully completing other requirements; I further understand that the position for which I am applying is a part time, seasonal position for which there are no benefits or other compensation when the job is terminated.

Signature \_\_\_\_\_

Date \_\_\_\_\_

*(Application can't be considered valid without applicant's signature)*