



# EMPLOYMENT HISTORY

Beginning with your PRESENT OR MOST RECENT employment experience and working backward, list **all positions** held for the past 10 years, including any job related military experience or volunteer activities and **list any gaps in employment to include a reason**. In addition to the positions you held over the past 10 years you should also list any prior employment, even if more than 10 years ago, which is necessary for determining your eligibility for employment as stated on the exam announcement. List all positions (Name/Titles) separately, even if with the same employer. Clearly describe the work (duties) you personally performed. If additional space is required, **attach a Supplemental Employment History form**. Note that failing to disclose any employment during the past 10 years is considered a material omission and may be grounds for withdrawal of a job offer or dismissal whenever discovered

(Start with most recent job)

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

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

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

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

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

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

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

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

\_\_\_\_\_

If you have any additional education or experience, or have taken SPECIAL COURSES, or have a REQUIRED SPECIAL LICENSE (e.g., CDL, Nurse, Plumbing or Electrical, Etc.), list these below. Please include: Where acquired and the total number of hours involved.

## REFERENCES

PROFESSIONAL references, please do not indicate friend or family members.

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

Would you accept part-time employment? Yes [ ] No [ ]

Would you accept temporary employment? Yes [ ] No [ ]

### NOTE:

1. **Temporary positions will not exceed a one (1) year. To qualify to be re-hired for any other temporary position, six months must lapse between employment periods.**
2. **Qualified applicants will be notified as positions become available. Not all applicants will be contacted.**
3. **Temporary positions do not qualify for any benefits offered by the City of Waterbury.**
4. **This application remains on file for one (1) year, after that you must reapply in order to be considered.**
5. **Working in a temporary position has no impact on any Civil Service Exams or positions.**

### DISMISSAL:

Have you ever been dismissed from employment for inefficiency, delinquency or misconduct?  Yes  No

If, "Yes", below please provide a detailed explanation.

\_\_\_\_\_  
\_\_\_\_\_

Have you ever applied for and been denied unemployment compensation benefits?  Yes  No If "Yes", please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The City of Waterbury and the Waterbury Board of Education (hereafter "WATERBURY") are equal opportunity employers, dedicated to a policy of nondiscrimination in employment on any basis prohibited by law. WATERBURY considers applicants for all positions without regard to race, color, religion, gender, national origin/ancestry, age, disability, marital or civil union party status, sexual orientation, gender identity/expression, genetic information, or any other legally protected status. WATERBURY is committed to providing equal opportunity in compliance with all applicable laws. EEOP Utilization Report is available upon request.*

**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** \_\_\_\_\_

*NOTE: This application remains on file for 6 months, after that you must reapply in order to be considered.*