



# CITY OF WATERBURY

## HUMAN RESOURCES

236 Grand Street

Waterbury, CT 06702

Phone 203-574-6761 Fax 203-574-8087

An Equal Opportunity Employer

### **APPLICATION FOR EXAMINATION OR EMPLOYMENT**

(PLEASE TYPE OR PRINT CLEARLY IN INK)

\_\_\_\_\_  
**Position Applying for**

Use Title on Job Announcement

\_\_\_\_\_  
**Exam Number**

See Job Announcement

**INSTRUCTIONS (PLEASE READ CAREFULLY)**

1. Obtain a copy of the examination announcement before completing this application. Carefully review the job announcement and the General Conditions listed on the back of the announcement. In order to apply for the position you must meet the minimum qualifications listed on the announcement and follow the instructions on this application and the job announcement.
2. Applications (and exam materials, if required) must be received in Human Resources by the closing date. Late or incomplete application packages will not be accepted. Resumes may be included as a supplement to the application but will not substitute for any information required on the application form.
3. Applications are only accepted for open positions. An application received for a position not open and posted will not be considered for employment.
4. Give complete and accurate information about your training and experience as it relates to the minimum qualifications.
5. Bring, send or fax your application and any required materials or certifications to the address above. Retain a copy of your application package for your records.

**GENERAL INFORMATION**

Name: \_\_\_\_\_  
(Last) (First) (Middle)

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

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

Cellular Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
(Area Code)

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 \_\_\_\_\_)

Have you applied for employment with the City of Waterbury in the past? YES NO

Do you speak, read or write a language other than English? Yes \_\_\_\_\_ (specify language)

Do you have a valid driver's license? Yes No

Are you currently 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.

## EMPLOYMENT HISTORY

Beginning with your PRESENT OR MOST RECENT employment experience and **working backward**, list all positions held **which are 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 an 8 1/2" x 11" sheet, **using the same format and include your name and exam number**. Salary/Wage information should be the last rate at time of separation.

**(Start with most recent job)**

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

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

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

Employed From   /  /   To   /  /   Total   /   Salary or Wage \$ \_\_\_\_\_ per \_\_\_\_\_ Hours per week \_\_\_\_\_  
(mo/yr) (mo/yr) (yr/mo)

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

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

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

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

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

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

Employed From   /  /   To   /  /   Total   /   Salary or Wage \$ \_\_\_\_\_ per \_\_\_\_\_ Hours per week \_\_\_\_\_  
(mo/yr) (mo/yr) (yr/mo)

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

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

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

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

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

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

Employed From   /  /   To   /  /   Total   /   Salary or Wage \$ \_\_\_\_\_ per \_\_\_\_\_ Hours per week \_\_\_\_\_  
(mo/yr) (mo/yr) (yr/mo)

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

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

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

**EMPLOYMENT HISTORY**  
**(Continued)**

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

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

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

Employed From   /  /   To   /  /   Total   /   Salary or Wage \$ \_\_\_\_\_ per \_\_\_\_\_ Hours per week \_\_\_\_\_  
(mo/yr) (mo/yr) (yr/mo)

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

Employed From   /  /   To   /  /   Total   /   Salary or Wage \$ \_\_\_\_\_ per \_\_\_\_\_ Hours per week \_\_\_\_\_  
(mo/yr) (mo/yr) (yr/mo)

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

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

\_\_\_\_\_

\_\_\_\_\_

**EDUCATION**

Type of School	Name and Location	Dates Attended	Did you Graduate?	Type of Degree	List Major
High School					
College or University					
Other Education					

If you have any additional education or experience, or have taken SPECIAL COURSES or have a REQUIRED SPECIAL LICENSE, list these below. Please include: Where acquired and the total number of hours involved.

\_\_\_\_\_

\_\_\_\_\_

**CRIMINAL CONVICTIONS:**

Answers to the following question will be considered for employment purposes if relevant to the position for which you are applying. Have you ever been CONVICTED of an offense against criminal or military law, or are there criminal charges currently pending against you? (Exclude minor traffic violations or any offense settled in juvenile court or under a youth offender law.)   **Yes**   **No**

If, "YES", below please provide a detailed explanation about the nature of the conviction, degree of rehabilitation and time since release. This information will not necessarily bar you from employment.

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**Special Note:** You are **not** required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Connecticut General Statutes § 46b-146, 54-760, or 54-142a. If your criminal records have been erased pursuant to one of these statutes, you may swear under oath that you have never been arrested. Criminal records that may be erased are records pertaining to a finding of delinquency or that a child was a member of a family with service needs (C.G.S. § 46b-146), an adjudication as a youthful offender (C.G.S. § 54-760), a criminal charge that has been dismissed or knolled, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon (C.G.S. § 54-1421a).

**DISMISSAL:**

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

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- \*Do you claim Veteran's Preference (5 points)?   Yes    No
- \*Do you claim Disabled Veteran's Preference (10 points)?   Yes    No
- \*(See General Conditions on back of examination announcement for qualifying information)

**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.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_