



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 If yes, please give dates including month and year. _____

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

Are you currently authorized to work in the United States? 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

Indicate Last Grade Completed	Name and Address of High School Last Attended			Did you Graduate or was G.E.D. awarded? Circle One YES NO	
Name of College Business or Technical Schools Attended	Address	Did you Graduate	Number of Credits Completed	Type of Degree Received	List Major Subject

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.

Have you ever been dismissed from employment for inefficiency, delinquency or misconduct?

No Yes **If, "Yes", please attach a detailed explanation on a separate piece of paper.**

CRIMINAL CONVICTIONS: Answers to the following question will be considered for examination/employment purposes if relevant to the position/exam 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.)

No Yes **If, "YES", please attach a detailed explanation about the nature of the conviction, degree of rehabilitation and time since release.**

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 nolle, 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).

*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)

IMPORTANT: Proof of right to Veteran's Preference (DD214) and other relevant information must be submitted with application.

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.

Date Signature