

TOWN OF BRISTOL

EMPLOYMENT APPLICATION

EQUAL EMPLOYMENT OPPORTUNITY POLICY:

It is the policy and practice of the Town of Bristol to abide by all anti-discrimination laws provided for by federal, state, and local statutes and regulations. It is also the policy and practice of the Town of Bristol to provide and promote equal employment opportunities for all applicants and employees. It is also the policy and practice of the Town of Bristol to recruit, hire, train, promote, compensate, and administer all employment practices without regard to race, color, sex or sexual orientation, age, religion, veteran status, liability for military service, whistleblower status, gender identity and/or expression, atypical cellular or blood trait, genetic information (including the refusal to submit to genetic testing or make available the results of a genetic test or on the basis that an individual received a genetic test or genetic counseling), national origin, ancestry, nationality, creed, citizenship, alienage, marital or domestic partnership or civil union status, mental or physical disability, or any other characteristic protected under federal, state, or local law and to affirmatively seek to advance the principles of equal employment opportunity. Furthermore, the Town of Bristol is committed to complying with the Americans with Disabilities Act and similar state laws.

If you believe that you need a reasonable accommodation in order to apply for employment or to complete an application for employment due to the fact that you may have a disability, please notify the Town of Bristol within three days of your application of your specific needs for a reasonable accommodation so that we can assist you where appropriate. If an applicant requests an accommodation for purposes of completing the job application process, the Town of Bristol reserves the right to require the applicant to furnish documentation from an appropriate professional (for example, a doctor, rehabilitation counselor, etc.) confirming that the applicant has a disability or the functional limitations for which a reasonable accommodation is requested.

Date _____

Name

Last

First

Middle

Present Address

Mailing Address and Street Address

City

State

Zip Code

Home Telephone No. _____

Alternate Telephone No. _____

What position are you applying for? _____

If hired, on what date would you be available to start?

Are you 18 years or older? Yes No

Are you currently authorized to work in the United States? Yes No

If you hold a visa, for what amount of time will it allow you to work in the United States?

Will you now, or in the future, require sponsorship for United States employment visa status? Yes No Not Applicable

Have you ever been convicted of or pled guilty, no contest, or nolo contendere to a felony or misdemeanor (except minor traffic offenses)? Convictions that were completely expunged or were reversed on appeal are not considered convictions for purposes of this question and should not be included or considered in answering this question. A conviction has been "completely expunged" only if no one, including law enforcement, can be permitted access to the record even by court order under the state or federal law which was the basis of the expungement. Convictions against a person as a juvenile or youthful offender, youthful offender adjudgments and/or adjudgments of juvenile delinquency are not considered convictions for purposes of this question and should not be included or considered in answering this question. Yes No

If yes, please explain in detail the facts relative to the disclosable conviction(s). An answer of "yes" will not disqualify any applicant for consideration for a job; rather, such information is only relevant in determining whether the conviction is directly related to the job for which you are applying, and will be only one of the factors considered in the employment decision and evaluated in terms of the nature, severity, and the date of the offense.

List any special skills you have or business machines you can operate, for example, computer skills, programming, word processor, calculator, etc. Please indicate skill level.

Educational Background

Type of School	Name & Address	# Years Completed	Graduated	Course or Major

Have you ever worked under a different name? Yes No

If yes, what name?

If required for the job, do you have a valid driver's license? Yes No N/A

Prior Work History (Please indicate most recent first)

Employer's Name		Dates of Employment
Address (street, city, state, ZIP code)		Telephone
Type of Business		
Title, Duties & Responsibilities		
Supervisor (name, title & telephone number)		May we contact as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Salary Starting	Final	Specific Reason for Leaving
Employer's Name		Dates of Employment
Address (street, city, state, ZIP code)		Telephone

Type of Business	
Title, Duties & Responsibilities	
Supervisor (name, title & telephone number)	May we contact as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Salary Starting Final	Specific Reason for Leaving
Employer's Name	Dates of Employment
Address (street, city, state, ZIP code)	Telephone
Type of Business	
Title, Duties & Responsibilities	
Supervisor (name, title & telephone number)	May we contact as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Salary Starting Final	Specific Reason for Leaving

YOU MAY SUBMIT ADDITIONAL PAGES TO SUPPLEMENT YOUR PRIOR WORK HISTORY

Professional References (Excluding Relatives)

Name	Occupation	Address	Telephone
1.			
2.			

Please include here any other information regarding any job-related skills you have, which you think would be helpful to us in considering you for employment.

How did you hear of us? Referral Advertisement Other

APPLICANT: PLEASE READ CAREFULLY BEFORE AGREEING TO THE
FOLLOWING

I hereby certify that the facts set forth above in my application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that any omissions or false or misleading statements in this application or in interviews or other aspects of the hiring process may result in my disqualification from further consideration for employment, or, if discovered after hire, such information may be grounds for the immediate termination of my employment.

I understand that employment and continued employment with the Town of Bristol is contingent upon satisfactory consumer reports and criminal background checks. I authorize the Town of Bristol to investigate, verify and discuss all information set forth in my employment application, by contacting my prior employers, colleagues, educational institutions, and other references set forth above, and by any and all other means authorized or permitted by law, including any consumer reports and criminal background checks. I authorize any entity or person named in this application to provide the Town of Bristol with any and all information in their possession, custody, or control regarding me, whether or not it is in their records, and to provide the Town of Bristol with information that may be requested by the Town of Bristol to arrive at an employment decision. I hereby release and agree to hold harmless the Town of Bristol and its subsidiaries and affiliates, and each and all of their respective employees, agents and representatives, from any and all claims, liability or damages that may arise as a result of taking any actions described herein. In addition, I hereby release and agree to hold harmless any and all individuals and entities that provide any information concerning me whether orally or in writing, in response to a request for such information from the Town of Bristol.

If I am employed by the Town of Bristol, I promise to comply with all policies, rules and regulations implemented by the Town of Bristol as set forth in the Town of Bristol's personnel policy, employee handbook, or other communications distributed to employees.

I understand that regular timely attendance is an essential function of every position with the Town of Bristol. I certify that I will be able to perform this essential function if I am selected for a position with the Town of Bristol.

I understand and agree that if I am hired my employment with the Town of Bristol will be terminable "at-will." As an at-will employee, I understand and agree that I have the right to terminate my employment with the Town of Bristol at any time, for any reason, with or without notice, with or without cause, and that the Town of Bristol retains the same rights. If I am hired, I understand that all benefits, policies, procedures and other terms and conditions of employment may be changed by the Town of Bristol at any time, for any reason, with or without notice. I understand that this application form, any and all policies, practices, and procedures of the Town of Bristol, and all other communications provided or distributed to me by the Town of Bristol, whether written or verbal, before hire or after I am employed, do not constitute or supplement any contract of employment. I further understand that no manager, supervisor, or employee of the Town of Bristol has

any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will employment.

I understand that if I am hired, I must be able to furnish proof of my identity and eligibility to work in the United States within 72 hours of employment (using forms of document deemed acceptable by the United States Citizenship and Immigration Services). I understand that failure to provide such proof of identity and employment authorization will result in my immediate discharge.

I understand that this application will be active only for the position for which I am currently applying. If I would like to be considered for other positions, I understand that I must submit a separate application for those positions.

By signing below, I hereby acknowledge that I have read, agree to and accept the above terms and statements.

Signature

Date