



OFFICE OF THE  
HUMAN RESOURCES DIRECTOR

# TOWN OF VERNON

14 PARK PLACE, VERNON, CT 06066  
Tel: 860-870-3605

## Town of Vernon

### EMPLOYMENT APPLICATION INSTRUCTION SHEET

1. Please print or type all information. This is a three-page application with a one-page Equal Employment Opportunity Questionnaire. If additional space is required, attach an 8 1/2" x 11" sheet, using the same format.
2. Applications received or postmarked after the closing date may not be considered. (If applicable)
3. Give complete and accurate information about your education, training, and experience as it relates to the minimum requirements of the position you are applying for. For partial years of college education, indicate the number of semester hours completed.
4. Fill out this application completely even if a resume is attached. Be sure to include the month and year that positions began and ended, and the salary or wage.
5. For supervisory experience, list the number and level of employees that you supervised. Supervision is defined as the authority to hire, approves vacation time, and do service ratings or employee evaluations.

**NOTE:** **PLEASE RETURN COMPLETED APPLICATIONS TO HUMAN RESOURCES DIRECTOR LOCATED AT TOWN HALL – 14 PARK PLACE, VERNON, CT**

# TOWN OF VERNON

## APPLICATION FOR EMPLOYMENT

Name \_\_\_\_\_ Position Desired \_\_\_\_\_

**Address** \_\_\_\_\_  
Number and Street City State Zip

(Previous Address if there less than five years: \_\_\_\_\_  
\_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

May we call you at work? \_\_\_\_ Yes \_\_\_\_ No

Driver's License \_\_\_\_ Yes \_\_\_\_ No

### EDUCATION:

Have you graduated from high school or received an equivalency diploma?

\_\_\_\_ Yes \_\_\_\_ No

School	Name	Address	Dates Attended From To	Credit Hours Completed	Degree Received	Major	DidYou Graduate?
--------	------	---------	---------------------------	---------------------------	--------------------	-------	---------------------

TECHNICAL  
OR  
BUSINESS

COLLEGE OR  
UNIVERSITY

OTHER EDUCATION, TRAINING, AND COMPUTER SKILLS

OFFICIAL JOB TITLE		COMPANY NAME		TYPE OF BUSINESS	
TITLE OF IMMEDIATE SUPERVISOR		DEPT. WHERE ASSIGNED		BUSINESS ADDRESS/PHONE NO.	
EMPLOYED FROM (Mo.) (Yr.)	TO (Mo.) (Yr.)	TOTAL (Yrs. Mos.)	SALARY OR WAGE \$ Per	HOURS PER WEEK (Full-time)	(Part-time)
NO. AND TITLES OF EMPLOYEES SUPERVISED BY YOU			REASON FOR LEAVING		
DUTIES (MUST BE LISTED)					

OFFICIAL JOB TITLE		COMPANY NAME		TYPE OF BUSINESS	
TITLE OF IMMEDIATE SUPERVISOR		DEPT. WHERE ASSIGNED		BUSINESS ADDRESS/PHONE NO.	
EMPLOYED FROM (Mo.) (Yr.)	TO (Mo.) (Yr.)	TOTAL (Yrs. Mos.)	SALARY OR WAGE \$ Per	HOURS PER WEEK (Full-time)	(Part-time)
NO. AND TITLES OF EMPLOYEES SUPERVISED BY YOU			REASON FOR LEAVING		
DUTIES (MUST BE LISTED)					

OFFICIAL JOB TITLE		COMPANY NAME		TYPE OF BUSINESS	
TITLE OF IMMEDIATE SUPERVISOR		DEPT. WHERE ASSIGNED		BUSINESS ADDRESS/PHONE NO.	
EMPLOYED FROM (Mo.) (Yr.)	TO (Mo.) (Yr.)	TOTAL (Yrs. Mos.)	SALARY OR WAGE \$ Per	HOURS PER WEEK (Full-time)	(Part-time)
NO. AND TITLES OF EMPLOYEES SUPERVISED BY YOU			REASON FOR LEAVING		
DUTIES (MUST BE LISTED)					

May we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_

**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 understand that any employment resulting from this application is at-will and can be terminated by either party without notice at any time for no reason.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Town of Vernon  
Application for Employment

Do you claim veteran's preference? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, a form DD214 must be submitted with this application.

Are you over the age of 21? \_\_\_\_\_ Yes \_\_\_\_\_ No If not, list your date of birth:

\_\_\_\_\_ This information is needed for certain licensing and Labor Department requirements.

Were you previously employed by the Town of Vernon? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you legally eligible for employment in this country? \_\_\_\_\_ Yes \_\_\_\_\_ No

Proof of eligibility will be required upon hire.

Do you have any special skills that may be of special benefit in the job for which you are applying?

An occupational license, a CDL, Nursing, Engineering, Plant Operator or speak a language other than English? Computer skills?

Do you have any relatives working for the Town of Vernon?

If yes, please list their names and Departments.

PERSONAL REFERENCES:

NAME	ADDRESS	PHONE NUMBER

The Town of Vernon Will Comply With The Requirements of Connecticut Public Act 02-136  
Regarding Erased Criminal Records

The Town of Vernon will not discharge, refuse to hire or otherwise discriminate against an employee or applicant on the basis of an arrest, charge, or conviction that has been “erased.”

A job applicant is not required to disclose the existence of an arrest, criminal charge or conviction for which records have been erased.

Such records include a finding of delinquency or that a child was a member of a family with service needs, a sentence as a youthful offender, a criminal charge that was dismissed or “nolled”, a criminal charge for which the person was found not guilty, and a conviction for which the person received an absolute pardon.

Any person with an erased criminal records will be considered to have never been arrested and may so swear under oath.

---

Answers to the following questions will be considered if relevant to the position for which you are applying.

Have you ever been convicted of an offense against criminal or military law, forfeited bond or collateral, 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, please write a detailed explanation about the nature of the conviction and relevant dates. If you require more space attach a separate sheet.

---

---

---

---

---

---

---

---

---

---

---

**TOWN OF VERNON**  
**EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE**

**INSTRUCTIONS:** each applicant for employment with the TOWN OF VERNON is requested to provide the following information to be used exclusively for statistical research purposes. Submission of this information is voluntary.

**1. ETHNIC/RACIAL STATUS**

<input type="checkbox"/> White/Caucasian	<input type="checkbox"/> White, of Hispanic origin
<input type="checkbox"/> Black/African-American	<input type="checkbox"/> Asian or Pacific Islander
<input type="checkbox"/> Native American Indian	<input type="checkbox"/> Other

**2. HANDICAPPED STATUS**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

**3. MARITAL STATUS**

<input type="checkbox"/> Single, never been married	<input type="checkbox"/> Married
<input type="checkbox"/> Widowed	<input type="checkbox"/> Divorced
<input type="checkbox"/> Separated	

**SEX**

<b>4.</b> <input type="checkbox"/> Male	<input type="checkbox"/> Female
---	---------------------------------

**AGE**

<b>5.</b> <input type="checkbox"/> age 16 or younger	<input type="checkbox"/> age 50 to 59
<input type="checkbox"/> age 17 to 29	<input type="checkbox"/> age 60 to 65
<input type="checkbox"/> age 30 to 39	<input type="checkbox"/> age 66 or older
<input type="checkbox"/> age 40 to 49	

**6. TYPE OF WORK DESIRED**

Officials/Administrator (managerial or department head level)

Professional (assistant department head, social worker, controller, civil engineer, etc.)

Technical (surveyor, park or road foreman, building supervisor, animal control officer, DP operator/programmer, etc.)

Paraprofessional (recreation specialist, engineering technician, assistant building official, police dispatcher, payroll coordinator, executive secretary, etc.)

Administrative Support (secretary, assessment technician, revenue clerk, administrative clerk, etc.)

Protective Services (police officer, firefighter, etc.)

Skilled Craft (equipment operator, driver, maintainer, mechanic, plant operator, mason, recycling operator)

Service/Maintenance (custodian, park maintainer, laborer, etc.)

**7. HOW DID YOU HEAR OF THIS VACANCY?**

<input type="checkbox"/> The Hartford Courant	<input type="checkbox"/> Journal Inquirer
<input type="checkbox"/> national professional journal	<input type="checkbox"/> Town bulletin board
<input type="checkbox"/> current employee	<input type="checkbox"/> employment agency/service
<input type="checkbox"/> other (specify) _____	

I, \_\_\_\_\_ (signature), certify that the above responses are true and correct, dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

**NAME/ADDRESS** \_\_\_\_\_