



## Application for Employment

**Instructions to Applicant:** Read the detailed instructions on the position/job posting before completing this application form. Type or print answers to ALL questions.

### Personal and Contact Information

\_\_\_\_\_ (Last Name) \_\_\_\_\_ (First Name) \_\_\_\_\_ (MI)

\_\_\_\_\_ (Address Number, Street, Apt.) \_\_\_\_\_ (City, State, Zip)

List other names you have used: \_\_\_\_\_

\_\_\_\_\_ (E-mail Address)

\_\_\_\_\_ (Primary Phone)      OK to leave message?      Yes      No

\_\_\_\_\_ (Alternate Phone )      \_\_\_\_\_ (Extension)      OK to leave message?      Yes      No

### State Position/Job Posting

Job Title: \_\_\_\_\_ Job Posting Number: \_\_\_\_\_

Location: \_\_\_\_\_

### Applicant Certification

**SIGNATURE REQUIRED:** By signing or typing my name on the signature line below, I am certifying that the statements made by me on this application form and attachments, if any, are true and complete to the best of my knowledge and are made in good faith. I understand that if I 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.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature is required in order for your application to be considered)  
Note: A typed name will substitute for a handwritten signature.

**Employment Preferences and Language Fluency**

You are required to select one of the following: I am a current State of CT employee  
I am a former State of CT employee  
I have never been a State of CT employee

If you are and/or were a State of CT employee, please enter your 6 digit employee ID number: \_\_\_\_\_

Name of current agency and/or last agency employed: \_\_\_\_\_

Are you lawfully permitted to work in the United States? Yes No

In which locations will you accept employment:



- All Locations
- Ansonia-Emmett O'Brien
- Bridgeport-Bullard Havens
- Bristol-Bristol T.E.C.
- Danbury-Henry Abbott
- Danielson-H.H. Ellis
- Groton-E.T. Grasso
- Hamden-Eli Whitney
- Hartford-A.I. Prince
- Hartford-CT Aero Tech
- Manchester-Howell Cheney
- Meriden-H.C. Wilcox
- Middletown-Vinal
- Milford-Platt
- New Britain-E.C. Goodwin
- Norwich-Norwich
- Stamford-J.M. Wright
- Stratford-Stratford Aviation
- Torrington-Oliver Wolcott
- Waterbury-W.F. Kaynor
- Willimantic-Windham

Are you available for? Check all that are applicable:

- Full-Time
- Part-Time
- Durational
- Temporary
- Seasonal
- Internship
- Per Diem

Available for shift preferences? Check all that are applicable:

- First
- Second
- Weekends

Are you fluent in a language other than English? If required for the job for which you are applying:

\_\_\_\_\_

**Education and Training**

In order to receive educational credits toward qualification for the job posting, the institution must be accredited.

If the institution of higher learning is located outside of the United States, you are responsible for providing documentation from a recognized USA accrediting service which specializes in determining foreign education equivalencies. The responsibility for and the costs associated with obtaining this equivalency information rest with the applicant. If applicable, please email the document to the Recruiter listed in the job opening.

High School Education

Did you graduate from high school or receive a high school equivalency diploma (GED)?

Yes No

College and Graduate School Education

1. \_\_\_\_\_ (Name of School) \_\_\_\_\_ (Street Address, City, State and Zip)

Major and/or Minor: \_\_\_\_\_

Degree Earned: Yes No Attending # of Credits Earned: \_\_\_\_\_

Degree Type: Associate Bachelor Master Doctorate Law None

2. \_\_\_\_\_ (Name of School) \_\_\_\_\_ (Street Address, City, State and Zip)

Major and/or Minor: \_\_\_\_\_

Degree Earned: Yes No Attending # of Credits Earned: \_\_\_\_\_

Degree Type: Associate Bachelor Master Doctorate Law None

3. \_\_\_\_\_ (Name of School) \_\_\_\_\_ (Street Address, City, State, and Zip)

Major and/or Minor: \_\_\_\_\_

Degree Earned: Yes No Attending # of Credits Earned: \_\_\_\_\_

Degree Type: Associate Bachelor Master Doctorate Law None

**Attach additional sheets (labeled with "Education and Training – continued" and include your name in upper right corner) if you attended more than three (3) colleges/universities.**

**Education and Training (continued)**

Specialized Training or Classes Relevant to Job

1. \_\_\_\_\_  
(Name of Organization, Company, School ) (City, State, Country)  
  
\_\_\_\_\_  
(Type of degree or certificate earned)

2. \_\_\_\_\_  
(Name of School Attended) (City, State, Country)  
  
\_\_\_\_\_  
(Type of degree or certificate earned)

**Licenses and Professional Certificates**

Enter the required trade and professional licenses, certificates, or permits you possess applicable for this job. (e.g. law, nursing, psychology, plumbing, teaching, coaching, educational etc.)

1. Type: \_\_\_\_\_ Number: \_\_\_\_\_  
Issued By: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
(MM/DD/YY)

2. Type: \_\_\_\_\_ Number: \_\_\_\_\_  
Issued By: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
(MM/DD/YY)

3. Type: \_\_\_\_\_ Number: \_\_\_\_\_  
Issued By: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
(MM/DD/YY)

4. Type: \_\_\_\_\_ Number: \_\_\_\_\_  
Issued By: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
(MM/DD/YY)

5. Do you currently have a valid Motor Vehicle Driver's License (Class D)? Yes No  
List any endorsement(s) to your Class D license: \_\_\_\_\_

6. Do you currently have a valid Commercial Driver's License (CDL)? Yes No  
CDL Class: \_\_\_\_\_ Endorsement(s): \_\_\_\_\_

### Work Experience/Employment History

#### Important Instructions

- Please list **beginning with your most recent** position, all of your work experience including military service and all volunteer activities that you wish to be considered toward meeting the eligibility requirements (minimum qualifications) stated on the opening.
- Please do not submit a resume in lieu of completing this portion of the application.
- Be sure that the information included in this section demonstrates that you meet the experience qualifications for the job for which you are applying.
- Failure to provide all of the REQUIRED information for each position may result in your application being disapproved.
- Please make sure to list each position held, even with the same employer.
- If you need additional space for the descriptions of your duties for one or more positions, attach an 8 1/2" x 11" sheet with your name and continue the descriptions of your duties, using the number sequence to identify which positions the duties belong to.

**JOB 1** \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
 (Most Recent Job Title) (MM/YY) (MM/YY or Present)

\_\_\_\_\_  
 (Employer's Name) (Employer's Address)

\_\_\_\_\_  
 (Supervisor's Name) (Supervisor's Title) (Supervisor's Phone)

(Weekly Hours) **Yes No** \_\_\_\_\_ **Yes No**  
**Supervise Others** (Number and Titles) **May We Contact Employer**

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

#### Job Duties

**Work Experience/Employment History (continued)**

**JOB 2** \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
(Job Title) (MM/YY) (MM/YY)

\_\_\_\_\_  
(Employer's Name) (Employer's Address)

\_\_\_\_\_  
(Supervisor's Name) (Supervisor's Title) (Supervisor's Phone)

\_\_\_\_\_  
(Weekly Hours) **Yes No** **Supervise Others** \_\_\_\_\_ **Yes No**  
(Number and Titles) **May We Contact Employer**

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

**Job Duties**

**JOB 3** \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
(Job Title) (MM/YY) (MM/YY)

\_\_\_\_\_  
(Employer's Name) (Employer's Address)

\_\_\_\_\_  
(Supervisor's Name) (Supervisor's Title) (Supervisor's Phone)

\_\_\_\_\_  
(Weekly Hours) **Yes No** **Supervise Others** \_\_\_\_\_ **Yes No**  
(Number and Titles) **May We Contact Employer**

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

**Job Duties**

**Work Experience/Employment History (continued)**

**JOB 4** \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
(Job Title) (MM/YY) (MM/YY)

\_\_\_\_\_  
(Employer's Name) (Employer's Address)

\_\_\_\_\_  
(Supervisor's Name) (Supervisor's Title) (Supervisor's Phone)

(Weekly Hours) **Yes** **No** \_\_\_\_\_ **Yes** **No**  
**Supervise Others** (Number and Titles) **May We Contact Employer**

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

**Job Duties**

**JOB 5** \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
(Job Title) (MM/YY) (MM/YY)

\_\_\_\_\_  
(Employer's Name) (Employer's Address)

\_\_\_\_\_  
(Supervisor's Name) (Supervisor's Title) (Supervisor's Phone)

(Weekly Hours) **Yes** **No** \_\_\_\_\_ **Yes** **No**  
**Supervise Others** (Number and Titles) **May We Contact Employer**

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

**Job Duties**

## Voluntary Equal Employment Opportunity Information

To further its commitment to equal opportunity employment and meet State and Federal reporting requirements, the State of Connecticut requests applicants to VOLUNTARILY provide the following information. This information will be used for statistical purposes only by authorized personnel and will not be considered in the evaluation of your application.

### A. GENDER

Female

Male

Decline to State

### B. ETHNICITY

Hispanic or Latino

Not Hispanic or Latino

Decline to State

### C. RACE

Please select from one of the following

**American Indian or Alaskan Native:** Origins in any of the original peoples of North or South America, including Central America, and who maintains tribal affiliations or community attachment

**Asian:** Origins in any of the original peoples of the Far East, Southeast Asia the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam

**Black/African American (Non Hispanic):** Persons having origins in any of the black racial groups of Africa

**Native Hawaiian or Other Pacific Islander:** Origins in the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

**WHITE (Non Hispanic):** Origins in any of the original peoples of Europe, the Middle East, or North Africa

**Two or more races**

**Decline to State**