



# CITY OF TORRINGTON APPLICATION FOR EMPLOYMENT

Return to:  
City of Torrington  
Personnel Department  
140 Main Street  
Torrington, CT 06790

THE CITY OF TORRINGTON IS AN EQUAL OPPORTUNITY EMPLOYER AND CONSIDERS APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, SEX, AGE, DISABILITY OR OTHER LEGALLY-PROTECTED STATUS.

## INSTRUCTIONS FOR COMPLETING APPLICATION

This application constitutes a part of the examination process. *It must be completed in full even if resumes or other supporting materials are attached.* Please answer all questions fully and accurately. Applications may be rejected or receive less consideration because answers are incomplete, vague, or elusive. Your statements may be brief, but do not omit important information which may have relevance to the position.

POSITION APPLYING FOR:

Date:

Last Name

First Name

Middle Name

Address:(Street, Town/City, State, Zip)

Home Phone:

Work Phone:

E-mail Address

Cell Phone:

*\*\*Please be sure to provide a valid email address. This is our preferred way to send communications to applicants.*

Are you either a U.S. Citizen or an alien authorized to work in the United States?

Yes

No

Are you 18 years or older?

Yes

No

Have you ever filed an application with us before?

Yes

No

If yes,  
when?

## EDUCATION

LEVEL

NAME & LOCATION OF SCHOOL

INDICATE  
LAST YEAR  
COMPLETED

DID YOU  
GRADUATE?

DEGREE OR DIPLOMA

High  
School

Yes  
No

College

NAME & LOCATION OF SCHOOL

INDICATE  
LAST YEAR  
COMPLETED

DID YOU  
GRADUATE?

DEGREE OR DIPLOMA

Yes  
No

Other

NAME & LOCATION OF SCHOOL

INDICATE  
LAST YEAR  
COMPLETED

DID YOU  
GRADUATE?

DEGREE OR DIPLOMA

Yes  
No

List any special qualifications or certifications/ licenses which you feel may especially qualify you for the position for which you are applying (include seminars, areas of research, special awards and professional memberships):

Use the space below to provide additional information necessary to describe your full qualifications:

Were you in the U.S. Armed Forces? If so, what branch?

Yes ☐ No ☐

From:  To:  Rank at Discharge:

List below 3 individuals (not relatives) who know your character, ability, and experience:

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## EMPLOYMENT HISTORY

In the space below, give your employment history beginning with your most recent employer and work back, listing all employers. Include any applicable voluntary positions. Use additional sheets of plain paper if you need more space.

Name of Employer:

Phone

Address:

Name & Title of Supervisor:

Your Job Title:

Employed:

Full Time

Part Time

Employed From:

Employed To:

Salary: (Starting & Final)

Duties & Responsibilities:

Reason for leaving:

---

Name of Employer:

Phone

Address:

Name & Title of Supervisor:

Your Job Title:

Employed:

Full Time

Part Time

Employed From:

Employed To:

Salary: (Starting & Final)

Duties & Responsibilities:

Reason for leaving:

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Salary: (Starting & Final)

Duties & Responsibilities:

Reason for leaving:

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Name of Employer:

Phone

Address:

Name & Title of Supervisor:

Your Job Title:

Employed:

Full Time

Part Time

Employed From:

Employed To:

Salary: (Starting & Final)

Duties & Responsibilities:

Reason for leaving:

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Have you ever been fired or asked to resign from a job?

Yes      No

If "yes", please explain:

May we contact your present employer?

Yes      No

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#### CRIMINAL HISTORY REQUEST

Have you ever been convicted of a crime or do you have pending criminal charges against you? ***Before answering, please read the bulleted section below.)***

Yes      No

If "yes", please provide explanation:

\*This information will be available only to the Personnel department and to those individuals who are involved in interviewing the candidate.

\*You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to section 46b-146, 54-76o or 54-142a which are records pertaining to a finding of youthful delinquency or that a child was a member of a family in need of services, adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which you have been found not guilty or a conviction for which you received absolute pardon.

\*If your only criminal record consists of items that have been erased under the statutes listed above, then you do not have to disclose those erased convictions.

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**CERTIFICATION:** By signing below, I certify that the information I have provided on this application is correct, complete, and truthful. I realize that falsification of any of this information may be grounds for rejection of this application, or termination of employment, depending upon when the falsification is discovered.

I also give consent for you to check with previous employers and personal references and release the City, previous employers, and personal references from any liability arising from disclosure of information concerning my past employment or personal history.

Drug Testing: I understand that the City of Torrington requires all job applicants who are given a conditional job offer to successfully pass a urinalysis drug test.

Criminal Records Check: I understand that the City of Torrington requires all job applicants who are given a conditional job offer to successfully pass a criminal records check.

I further understand the acceptance of this form does not constitute an employment agreement and that only the Personnel Director of the City of Torrington is authorized to extend an offer of employment that shall be rendered in writing.

Signature:

Date:

**CITY OF TORRINGTON, CONNECTICUT  
VOLUNTARY AFFIRMATIVE ACTION QUESTIONNAIRE**

As an Affirmative Action Employer, the City of Torrington has the responsibility to comply with Federal and State-mandated regulations. We ask your cooperation in completing the following questionnaire to help us meet government record keeping and reporting requirements. Data will be kept separate from your application from employment. **YOUR COOPERATION IN COMPLETING THIS PORTION OF THE EMPLOYMENT APPLICATION IS VOLUNTARY.** Your decision not to include data will not affect any employment decisions.

Position Applied For:

**Sex:**

Male                  Female

**Race/ Ethnic Group:**

White	Black	Hispanic
American Indian/ Alaskan Native	Asian/ Pacific Islander	Other

If other, please specify:

**How did you hear about this job opening?**

Register Citizen	Hartford Courant	Waterbury Republican	CT Employment Service
City Hall Posting	Walk In		
Internet	Current Employee	Professional Publication	Professional Organization
Please specify Website:	Name:	Please specify Publication:	Please specify Organization:

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Name:

Date: