

EMPLOYMENT HISTORY

Beginning with your PRESENT OR MOST RECENT employment or volunteer 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 (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 social security and exam number**. Salary/Wage information should be the last rate at time of separation.

(Start with most recent job)

Official Job 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 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 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): _____

If you have any additional education or experience, or have taken SPECIAL COURSES, list these below. Please include: Where acquired and the total number of hours involved.

REFERENCES

PROFESSIONAL references, please do not indicate friend or family members.

_____	_____	_____
Name	Company/School	Phone Numbers
_____	_____	_____
Name	Company/School	Phone Numbers
_____	_____	_____
Name	Company/School	Phone Numbers

Would you accept part-time employment? Yes [] No []

Would you accept temporary employment? Yes [] No []

NOTE:

- 1. Temporary positions will not exceed a six month period. To qualify to be re-hired for any other temporary position, six months must lapse between employment periods.**
- 2. Qualified applicants will be notified as positions become available. Not all applicants will be contacted.**
- 3. Temporary positions do not qualify for any benefits offered by the City of Waterbury.**
- 4. This application remains on file for 6 months, after that you must reapply in order to be considered.**
- 5. Working in a temporary position has no impact on any Civil Service Exams or positions.**

CRIMINAL CONVICTIONS:

Answers to the following question will be considered for employment purposes if relevant to the position 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.) **Yes No**

If, "YES", below please provide a detailed explanation about the nature of the conviction, degree of rehabilitation and time since release. This information will not necessarily bar you from employment.

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 knolled, 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).

DISMISSAL:

Have you ever been dismissed from employment for inefficiency, delinquency or misconduct? **Yes No**

If, "Yes", below please provide a detailed explanation.

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.

APPLICANT'S STATEMENT AND SIGNATURE:

I attest that the above information is true; I understand that if I am offered a position: **(a)** I will be responsible for the requirements and terms of the job description, **(b)** I will be required to attend training and orientation as needed for the position **(c)** an offer of a position may be contingent upon my completing and verifying required certifications at least two weeks before the position starts, and upon successfully completing other requirements; I further understand that the position for which I am applying is a part time, seasonal position for which there are no benefits or other compensation when the job is terminated.

Signature _____ **Date** _____

NOTE: This application remains on file for 6 months, after that you must reapply in order to be considered.