



CITY OF WATERBURY CIVIL SERVICE
236 Grand Street, Room 202 Waterbury CT 06702
An Equal Opportunity Employer
Tel 203-574-6761 Fax 203-574-8087

APPLICATION FOR EXAMINATION OR EMPLOYMENT
(PLEASE TYPE OR PRINT CLEARLY IN INK)

Position Applying for _____
 Use Title on Job Announcement

Exam Number _____
 Use # on Job Announcement

INSTRUCTIONS (PLEASE READ CAREFULLY)

1. Obtain a copy of the examination announcement before completing this application. Carefully review the job announcement and the General Conditions listed on the back of the announcement. In order to be considered for the position you must meet the minimum qualifications listed on the announcement and follow the instructions on this application and the job announcement.
2. Applications (and exam materials, if required) must be received in Human Resources by the closing date. Late or incomplete application packages will not be accepted. Resumes may be included as a supplement to the application **but will not substitute for any information required on the application form.**
3. Applications are only accepted for open positions. An application received for a position not open and posted will not be considered for employment.
4. Give complete and accurate information about your training and experience as it relates to the minimum qualifications.
5. Bring, send or fax your application and any required materials or certifications to the address above. Retain a copy of your application package for your records.

GENERAL INFORMATION

Name: _____
 (Last) (First) (Middle)

Address _____
 (Street/Apt #) (City) (State) (ZIP)

Home Telephone: _____ Work Telephone _____
 (Area Code) (Area Code)

Cellular Telephone: _____ Email Address: _____
 (Area Code)

May We Call You At Work? YES NO Best daytime contact: Home Work Cell

Are you now, or have you ever been employed by the City of Waterbury? YES NO
 (If yes, please give dates of employment and job title and Department _____)

Have you applied for employment with the City of Waterbury in the past? YES NO

Do you speak, read or write a language other than English? Yes _____ (specify language)

Are you legally authorized to work in the United States? Yes No
Note: Verification of identity and employment eligibility required at time of hire.

Are you at least 18 years old? Yes No

CIVIL SERVICE OFFICE USE ONLY

	Q _____				Res Pts	Yes ___	No ___
Rev by _____	NQ _____	Educ ___	Exp ___	Other ___	Vets Pts (5)	Yes ___	No ___
	Rejected _____				Vets Pts (10)	Yes ___	No ___
Date _____							
	Rank _____				Sen Pts.		

EMPLOYMENT HISTORY

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

(Start with most recent job)
Official Job Name/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 Name/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 Name/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): _____

EMPLOYMENT HISTORY
(Continued)

Official Job Name/Title _____ Company Name _____

Name/Title of Immediate Supervisor _____ Dept. Where Assigned _____

Business Address/Phone # _____

Employed From $\frac{\quad}{\quad}/\frac{\quad}{\quad}$ To $\frac{\quad}{\quad}/\frac{\quad}{\quad}$ Total $\frac{\quad}{\quad}/\frac{\quad}{\quad}$ Salary or Wage \$ _____ per _____ Hours per week _____

Reason for Leaving: _____

DUTIES (must be listed): _____

Official Job Name/Title _____ Company Name _____

Name/Title of Immediate Supervisor _____ Dept. Where Assigned _____

Business Address/Phone # _____

Employed From $\frac{\quad}{\quad}/\frac{\quad}{\quad}$ To $\frac{\quad}{\quad}/\frac{\quad}{\quad}$ Total $\frac{\quad}{\quad}/\frac{\quad}{\quad}$ Salary or Wage \$ _____ per _____ Hours per week _____

Reason for Leaving: _____

DUTIES (must be listed): _____

EDUCATION					
Type of School	Name and Location	# of Years Attended	Did you Graduate?	Type of Degree	List Major
High School or G .E.D.					
College or University					
Other Education					

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

**CITY OF WATERBURY
CIVIL SERVICE COMMISSION
REQUEST FOR RESIDENCY CONSIDERATION**

NOTE: THIS SECTION MUST BE COMPLETED BY CITY OF WATERBURY
RESIDENTS IN ORDER TO BE ELIGIBLE FOR RESIDENCY POINTS.

In order to qualify for residency consideration in accordance with City of Waterbury Charter and the Civil Service Rules and Regulations, the Civil Service Office requires that candidates provide irrefutable evidence to substantiate that, at the date of application (no later than the closing date for applications) and at the date of certification for hire you are domiciled in the City of Waterbury.

As the intention of the Charter amendment is to give those domiciled in the City of Waterbury consideration in hiring, the Director of Human Resources is directed to notify all applicants that the application of residency consideration is a privilege subject to being withdrawn if the applicant loses domiciliary status at any time after the filing of this application, as well as any time during the existence of any eligibility list up to and including the date of certification into the civil service position.

For purposes of this request, "DOMICILED" is defined to be, "that place where an individual has his true, fixed and permanent home and to which whenever he is absent he has the intention of returning." You are required to complete this section at the time of application in any event not later than the closing date for applications. You must also be prepared to submit any additional documentation that documents proof of domicile as the Director of Human Resources may require. This information will be subject to verification by the Civil Service Office or any other agency or department designated by the Civil Service Commission.

IMPORTANT NOTICE: THE APPLICANT MUST PROVIDE DOCUMENTATION TO ESTABLISH PROOF OF LEGAL DOMICILE. ANY FALSE OR MISLEADING STATEMENTS WILL RESULT IN IMMEDIATE DISQUALIFICATION OR DISMISSAL. A DECISION TO DISQUALIFY SHALL BE FINAL.

Examples of Documents that can be utilized to show proof of legal domicile in Waterbury are(but not limited to):

- Copy of Utility Bills (i.e., phone, electric, cable)
- Copy of Tax Bills
- Copy of Insurance Bills

Examination Number: _____

Position Applied For: _____

Name of Applicant: _____

PLEASE PRINT

I, _____ hereby attest that I am a bona fide resident of the City of Waterbury who, as of the closing date for applications for the examination/position above is domiciled within the City. Evidence to substantiate my claim for residency consideration is provided as follows:

CHECK ALL STATEMENTS WHICH APPLY

() 1. _____ own _____ rent property in the City of Waterbury at: _____
Street Address and Zip Code

I have been domiciled in the City since
_____/_____/_____
month day year

If renting property, please provide the following:

Name of Landlord

Telephone #

2. My driver's license indicates a Waterbury address:

Operator Number

Expires

3. I own a motor vehicle registered in the City of Waterbury:

Make and Model of Vehicle License Number

4. I am a registered voter in the City of Waterbury.

5. I do not own or rent property outside of the Waterbury.

If you do own or rent property outside of Waterbury, please
Explain:

I hereby certify that I acknowledge that this Request is an addendum to the Application and that ALL statements made by me on this application are true, complete and correct. I understand and agree that if I make any false or misleading statements of fact that I am subject to immediate disqualification, rescinding of certification, removal from the eligibility list, or dismissal, and to such other penalties prescribed by law of Civil Service Rules or Charter. I also understand that this application for residency consideration is a privilege subject to being withdrawn if I lose domiciliary status at any time after the submission of the employment application.

Signature

Date

(Supporting documentation required by the closing date of the application)

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.

*Do you claim Veteran's Preference (5 points)? Yes No

*Do you claim Disabled Veteran's Preference (10 points)? Yes No

*(See General Conditions on back of examination announcement for additional information)

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.

Signature _____ **Date** _____

(Application can't be considered valid without applicant's signature)

APPLICANT DATA

TITLE OF EXAM _____

EXAM# _____

VOLUNTARY:

In order to meet State and Federal reporting requirements, we are requesting that you voluntarily supply the following information. This data will not be considered in the evaluation of your application.

A. SEX: Female Male

B. RACE/ETHNIC DATA

- Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.

C. PRIMARY SOURCE OF JOB INFORMATION: Where did you learn about this examination or employment opportunity?

Check the appropriate box (es) below:

- 1. Internet site _____
- 2. Newspaper, professional journal, College or TV advertisement (where?) _____
- 3. Posting (where?) _____
- 4. Direct e-mail or paper mailing. _____
- 5. Present City employee. _____
- 6. Job Fair (where?): _____
- 7. Other: Please specify: _____

