



## EMPLOYMENT APPLICATION

*Please print clearly in black or blue ink.*

Last Name \_\_\_\_\_ First \_\_\_\_\_ Initial \_\_\_\_\_ Home phone \_\_\_\_\_

Street Address \_\_\_\_\_ Cell phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email \_\_\_\_\_

If an offer of employment is made, can you submit proof that you are legally permitted to work in the U.S.?  Yes  No

(Please note that if you are hired to work, you will be required to furnish valid documentation that you are legally entitled to work in the U.S. prior to employment.)

Position applied for \_\_\_\_\_

Date available for work \_\_\_\_\_

High School, Trade, Business School or College Attended	No. of Yrs/Grades Completed	Degrees Earned or Expected	Major Courses of Study	GPA/Major

Employer Name/Address/Phone #	Job Title/Work Description	Dates Employed		Why did you leave?
		From	To	

Will you give us written permission to contact your current and/or former employers?

Yes  
 No

**MILITARY INFORMATION**

Are you a veteran of the U.S. military service?  Yes  No  
If so, Branch \_\_\_\_\_ Dates \_\_\_\_\_

Military training and experience relevant to job applied for: \_\_\_\_\_  
\_\_\_\_\_

**Other Skills/Training.** Describe your skills, experience, certifications or other training that are relevant to the job sought (including membership in any trade organizations or professional societies). If necessary, continue on a separate sheet of paper.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GENERAL INFORMATION** (References: Name/Title/Place of Employment/Phone/Email Address). Please use professional and/or academic references only.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is a resume attached?  Yes  No

**CERTIFICATE OF APPLICANT AND AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION** (Read carefully before signing.)

All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may be cause for rejection or, if employed, may be just cause for immediate dismissal. I hereby authorize any former employer, person, firm, corporation or educational institution listed hereon including this municipality to answer any and all questions and provide documents and agree to hold all persons harmless for giving any and all truthful information within their knowledge or records. I understand this is a preliminary application and not a contract. Furthermore, in the event I am employed, my employment shall be completely voluntary and may be terminated at will, at any time for any nondiscriminatory reason upon notice by either myself or the municipality. I agree to comply with all reasonable rules of the municipality as a condition of employment.

A photocopy of this release form will be valid as an original thereof, even though the photocopy does not contain an original writing of my signature.

Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

The Town of Norwich is an equal opportunity employer. It is the policy of this municipality to provide equal employment opportunity to all applicants and employees without regard to race, color, religion, national origin, sex, sexual orientation, ancestry, place of birth, age, disability, HIV status or other status protected by state or federal law. No question is asked on this application or during the application process for the purpose of excluding any applicant due to race, color, religion, national origin, sex, sexual orientation, ancestry, place of birth, age, disability, HIV status or other status protected by state or federal law.