



Town of Berlin

APPLICATION FOR EMPLOYMENT

The Town of Berlin is an equal employment opportunity/affirmative action employer and intends to recruit, hire, train and promote without regard to race, color, sex, age, religion, national and ethnic origin, disability, marital status, sexual orientation, veteran status or any other protected class under applicable law.

Name (Last) (First) (Middle Initial)

Address (Street Name and Number) (City) (State) (Zip Code)

Telephone Number - Daytime Telephone Number - Evening Cell Phone

Email address

Position Applied for: _____ Date Available: _____

☐ Full Time ☐ Part Time

What is your desired Salary: \$ _____ to \$ _____

Are you either a United States Citizen or authorized to work in the United States? ☐ Yes ☐ No

How did you hear about this position? _____

EMPLOYMENT HISTORY (Please complete in full. Do not reference resume.)

Beginning with current or most recent employment, list all employment within the last 10 years, including United States military service. Use back of application if necessary.

Name, Address and Phone Number of Employer	Dates Employed From / To	Position Held	Reason for Leaving	Name of Supervisor

EDUCATION (Please complete in full. Do not reference resume.)

Name and Address of Institution	# of Years Completed	Degree Earned	Field of Study

List any special skills and/or trade or professional licenses relevant to the job applied for:

List any job related training (including military training) relevant to the job applied for:

REFERENCES (Please complete in full. Do not reference resume.)

List at least three (3) **references** who can provide first-hand knowledge directly related to your **qualifications for the job** for which you are applying.

Name	Address and Phone Number	Relationship to You	# of Years Known

Please Read Carefully Before Signing

I certify that there are no misrepresentations, omissions or falsifications in the contained statements and answers provided on this application, and that the answers are true, complete and accurate to the best of my knowledge. I understand that false statements made by me on this application will be sufficient cause for termination from employment. I further understand that this application form is not a contract of employment.

I authorize the Town of Berlin to contact any of the educators, employers and references listed on this application, as well as those not specifically listed, and authorize such educators, employers and references to release to the Town of Berlin any and all information (including documents and/or other records) regarding my education, employment history or any other matter related to my application for employment with the Town.

Pursuant to the Immigration and Reform Control Act of 1986, all applicants, upon being made an offer of employment, must produce documentation specified by the federal government establishing identity and authorization of employment in the United States. This documentation must be produced no later than 72 hours following commencement of employment. I will be required to sign a Form I-9 (Employment Eligibility Verification) verifying, under oath, my employment authorization.

I understand that the Town adheres to the principle of "employment at will", which allows either party to terminate the employment relationship at any time for any reason. If hired, I agree to abide by any and all Town policies, procedures and regulations.

I understand that offers of employment may be contingent upon successful completion of a pre-employment physical, drug screen and background investigation.

Signature

Date

Once completed, this application can be mailed, dropped off, or emailed to:

**Town of Berlin
Town Manager's Office
240 Kensington Road
Berlin, CT 06037
csullivan@berlinct.gov**

Thank you for completing this application form and for your interest in the Town of Berlin. Employment will be subject to satisfactory reference evaluation and any other pre-employment exam that is appropriate for the position.