

**Application for Employment**

**Position** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name** \_\_\_\_\_  
                     **Last**                                    **First**                                    **Middle Initial**

**Address** \_\_\_\_\_  
                     **Street**                                    **Town**  
                     \_\_\_\_\_ **State**                                    **Zip**                                    **Telephone**

<b>Education:</b> <u>Name and Address of High School(s) Attended</u>	<b>Years Attended</b>		<b>Year Graduated</b>
	<b>From</b>	<b>To</b>	

<b>Name and Address of College(s), Technical or Business School(s) Attended</b>	<b>Dates</b>		<b>Degree</b>
	<b>From</b>	<b>To</b>	

<b>References:</b> <u>Name and Address</u>	<b>Telephone</b>	<b>Capacity in which that person knows you</b>

**Work Experience**

List most recent employment first. Use additional sheets if necessary.

<b>1. Name and Address of Employer</b>	<b>Dates Employed</b>	
	<b>From</b>	<b>To</b>

**List typical duties and responsibilities:**

<b>2. Name and Address of Employer</b>	<b>Dates Employed</b>	
	<b>From</b>	<b>To</b>

**List typical duties and responsibilities:**

<b>3. Name and Address of Employer</b>	<b>Dates Employed</b>	
	<b>From</b>	<b>To</b>

**List typical duties and responsibilities:**

**I hereby certify that there are no willful misrepresentations in, or falsifications of, the statements and answers to questions in this application. I am aware that should investigation disclose such misrepresentations or falsifications, my application will be rejected.**

**SIGNATURE:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# TOWN OF SOUTH WINDSOR

## VOLUNTARY SELF-IDENTIFICATION FORM

Name (Last, First, Middle Initial):

Date:

Position Applied For:

The Town of South Windsor is an equal opportunity employer, and applicants are considered for employment without regard to race, gender, or any other legally protected status. As an equal opportunity employer, the Town complies with all relevant government regulations and affirmative action responsibilities. Solely to help us with record keeping, reporting, and other legal requirements, we invite you to complete this self-identification form.

*The provision of this information is on a voluntary basis. This form will be maintained in a confidential file separate from the employment application and will not be used as consideration for employment. Whether you provide this information or not, you will not be subject to adverse treatment.*

Gender:         Male         Female

### RACE/ETHNICITY

**White** (Not of Hispanic origin) – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Black** (Not of Hispanic origin) – All persons having origins in any of the Black racial groups of Africa.

**Hispanic** – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**Asian or Pacific Islander** – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

**American Indian or Alaskan Native** – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.