

**TOWN OF MANCHESTER, CONNECTICUT
HUMAN RESOURCES DEPARTMENT
41 Center Street, P.O. Box 191
Manchester, CT 06045-0191**

APPLICATION FOR SEASONAL WORK

Please answer all questions fully and accurately. All statements are subject to verification. Statements found to be false or misleading will lead to disqualification or dismissal. You must complete a separate application for each position you apply for.

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Position Applied For or
Type of Work Interested In: _____

Name: _____

Address: _____
Street City, State, Zip

Social Security No.: _____ Telephone: _____

Age: Under 16 ____ Over 16 ____ Over 18 ____ Full Time ____ Part Time ____

Dates Available for Work: From _____ To _____
mo. / yr. mo. / yr.

Name of Schools Attended:	Dates Attended		Grade
	From	To	Completed

High School: _____

College: _____

Describe any special training, experience or certification which would be relevant to the position for which you are applying.

Indicate which of the following office skills you have, if relevant to the position for which you are applying:

Typing ____ wpm Data Entry ____ Word Processing _____

Software Used: _____

Other ____ Please List: _____

List below three references - not relatives:

Name Street, City, State, Zip Telephone

Experience: Include volunteer experience - List current or most recent position first. Use additional paper if necessary.

Employer: _____ Supervisor: _____

Address: _____ Ph. No: _____

Dates of From: _____ Hours Per Week: _____
Employ: To: _____ Salary: _____

Position Title: _____ Why Left: _____

Duties: _____

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Employer: _____ Supervisor: _____

Address: _____ Ph. No: _____

Dates of From: _____ Hours Per Week: _____
Employ: To: _____ Salary: _____

Position Title: _____ Why Left: _____

Duties: _____

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Do you have a valid Connecticut motor vehicle operator's license? Yes No Operator No. _____

Have you ever been convicted of a violation of the law other than a traffic offense? Yes _____ No _____

You are not required to list any arrests, criminal charges or convictions if those records have been erased.
If yes, please explain below. (Note: Conviction of a crime is not an automatic bar to employment. All circumstances will be considered.)

I certify that the statements on this application are true to the best of my knowledge. I also give consent for you to check with personal references, previous employers and educational institutions concerning my past employment and personal history and to check criminal and driving records. I release the Town, previous employers and educational institutions from any liability arising from disclosure of information concerning my employment or personal history. I further understand the acceptance of this form does not constitute an employment agreement.

DRUG TESTING: The Town reserves the right to conduct pre-employment drug testing of all applicants. Applicants may be required to pass a test for drugs of abuse. Failure to pass such a test will result in the withdrawal of any offer of employment.

Signature: _____ Date: _____

"THE TOWN OF MANCHESTER IS AN EQUAL OPPORTUNITY EMPLOYER"