



TOWN OF OLD SAYBROOK  
EMPLOYMENT APPLICATION

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion or natural origin.

PERSONAL INFORMATION

Date \_\_\_\_\_ Social Security Number \_\_\_\_\_

Name \_\_\_\_\_

Last First Middle

Present Address \_\_\_\_\_

Street City State Zip

Permanent Address \_\_\_\_\_

Street City State Zip

Phone \_\_\_\_\_ Are you 18 years or older? \_\_\_ yes \_\_\_ no

If related to anyone in our employ, state name and department \_\_\_\_\_

Referred by: \_\_\_\_\_

EMPLOYMENT DESIRED

Position \_\_\_\_\_ When can you Start? \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_

Ever applied to the Town of Old Saybrook? \_\_\_\_\_ When \_\_\_\_\_

EDUCATION

	Name and Location of School	Number of Years Attended	Did You Graduate?	Subjects Studied
Grammar School				
High School				
College				
Trade, Business or Correspondence School				
Subjects of Special Study or Research Work:				
Activities other than Religious (civic, athletic, etc.)				
Volunteer Work - List Any Verified Work Performed on a Volunteer Basis:				

DATE MONTH YEAR	NAME, ADDRESS, AND PHONE OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
From				
To				
From				
To				
From				
To				

**REFERENCES**

List below the Names of Three Persons Not Related To You, Whom You Have Known At Least One Year

	Name	Address/Phone	Business	Years Known
1.				
2.				
3.				

**PHYSICAL RECORD** Do you have any physical condition which may limit your ability to perform the job for which you are being considered?

Yes  No If yes, explain: \_\_\_\_\_

In Case of Emergency Notify \_\_\_\_\_  
 Name Address Phone No.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages, and salary, be terminated at any time without prior notice.

Name \_\_\_\_\_ Signature \_\_\_\_\_  
 (print)

**DO NOT WRITE BELOW THIS LINE**

Interviewed By: \_\_\_\_\_ Date \_\_\_\_\_

Hired:  Yes  No Position: \_\_\_\_\_ Department \_\_\_\_\_

Date Reporting to Work: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_