



**APPLICATION FOR EMPLOYMENT  
 FOR EXTERNAL APPLICANTS ONLY**

**This application must be completed in full and signed.**

**INSTRUCTIONS**

Obtain a copy of the job/position posting before completing this application. The posting includes important information such as: the position title, minimum requirements for the position, closing date for applications, and other job-related information. The posting also contains application filing instructions which detail what documents need to be submitted to apply for the position and where and how to submit your application package. Follow all application filing instructions carefully. A separate application form must be submitted for each position you are applying for. Applications are only accepted for currently posted positions.

The Town of Rocky Hill is an Equal Employment Opportunity employer and complies with the Americans' with Disabilities Act.

**GENERAL INFORMATION**

First Name:		Last Name:		Middle:		Suffix:	
Address:			City:		State:		Zip Code:
Phone Number:			Email Address:				
Position Applying For:			Available Start Date:				
Are you interested in working:		Full-time	Part-time	Per Diem	Seasonal	Temporary	
Do you currently have a valid Motor Vehicle Driver's License?				Check One:		YES	NO
State:	License #	If Commercial (CDL), please list class:		If you have endorsements, please list type:			
Are you a U.S. citizen or legally eligible to work in the United States?				Check One:		YES	NO
Where did you learn about this employment opportunity? Please select one:							
Town of Rocky Hill website			Current Employee – Please specify:				
Other internet site – Please specify:			Other – Please specify:				

**MILITARY RECORD**

Have you served in the military?                      Check One:            YES            NO

Branch of Service:	Dates Served:	Type of Duty:
Special Training Received:		

**APPLICANT EDUCATION**

Select highest grade completed:            9            10            11            12            High School Equivalency

College:            Certificate            Associate            Bachelor's            Master's            Doctorate

<b>Name of School and Location</b>	<b>Major Subject</b>	<b>Degree Received</b>

**REQUIRED LICENSES, CERTIFICATIONS, AND OTHER**

List all professional license(s) or certification(s) you currently hold which authorize you to practice a profession or trade.

<b>Type of License</b>	<b>Issued By:</b>	<b>License #</b>	<b>Expiration Date</b>

**APPLICANT QUESTIONS**

Please explain any and all technical, mechanical, vocational skills and equipment you can operate.

Please explain your computer knowledge and your skill level of programs you are familiar with.

What languages do you speak, read, write or sign fluently?

**EMPLOYMENT HISTORY**

Beginning with your present or most recent employment or volunteer experience and working backward, list all positions held that you wish to be considered toward meeting the eligibility requirements (minimum qualifications) stated on the job posting. List all positions (job titles) separately, even if with the same employer.

1) Job Title:		Check One:    Full Time    Part Time    Per Diem		
Company Name:	Address:	City:	State:	Zip Code:
Start Date:	End Date:	Reason for Leaving:		
Direct Supervisor:	Phone Number:	Email Address:		
Description of Duties:				

2) Job Title:		Check One:    Full Time    Part Time    Per Diem		
Company Name:	Address:	City:	State:	Zip Code:
Start Date:	End Date:	Reason for Leaving:		
Direct Supervisor:	Phone Number:	Email Address:		
Description of Duties:				
3) Job Title:		Check One:    Full Time    Part Time    Per Diem		
Company Name:	Address:	City:	State:	Zip Code:
Start Date:	End Date:	Reason for Leaving:		
Direct Supervisor:	Phone Number:	Email Address:		
Description of Duties:				

**REFERENCES**

<b>Reference #1</b>	First Name:	Last Name:	Phone Number:
	Email Address:		Relationship:
<b>Reference #2</b>	First Name:	Last Name:	Phone Number:
	Email Address:		Relationship:

