# City of Danbury

## Human Resources/Civil Service Commission Application for Employment
## Instructions

1. Be sure that you have obtained a copy of the Position Announcement before completing the application. The announcement includes important information such as: minimum requirements for the position, the closing date for submitting applications to the Human Resources/Civil Service Department, application fee (if applicable), and any other job related information.

2. Applicants must complete an official "City of Danbury Employment Application". Position announcements and applications are available on the **City's Website (www.danbury-ct.gov)** or in the Human Resources/Civil Service Department located at City Hall.

3. Applications will be date and time stamped by the Human Resources/Civil Service Department. Late or incomplete applications may not be considered. Resumes may be included as a supplement to the application but cannot be substituted for a complete application. Type or print all information. Give complete and accurate information about your training and experience as it relates to the requirements of the position.

4. The Human Resources/Civil Service Department does not formally acknowledge receipt of applications. Once eligibility has been determined by the Civil Service Commission, all applicants will receive appropriate notice.

5. Please keep in mind that the application is a critical component of the Civil Service Examination process. The application must be fully completed and signed and should contain all of the necessary information indicating that an applicant meets the minimum qualifications as stated in the announcement and job description.

6. An application fee may be charged for each application. Please refer to the job announcement for the specific application fee. The required fee, either a check, cash or money order must be submitted with the completed application. Bank Checks or money orders should be made payable to the City of Danbury. Indicate the position for which you are applying for on the check or money order. Do not mail cash or a personal check. Since no refunds will be made, applicants are encouraged to compare their qualifications carefully with the requirements of the position and apply only if qualified.

7. Application Fee Waiver: A filing fee is not charged if you are receiving public assistance from the State of Connecticut, or if a candidate's income falls below the federal poverty levels. A written request for a waiver that includes either a copy of a current benefit card (State of CT Department of Social Services identification card or a W-2 statement of Earnings for the year must be submitted to the Civil Service Commission at the address listed below). An applicant's Social Security number must be noted on the front of the benefit card or on the copy of the W-2 Statement of Earnings.

8. All applications and application fee should be delivered in person or mailed to:
   **Human Resources/Civil Service Department**
   **Danbury City Hall**
   155 Deer Hill Avenue
   Danbury, CT 06810

# City of Danbury

## Human Resources/Civil Service

## Application for Employment

The City of Danbury considers all applicants for position without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

**This form must be completed fully and signed for further consideration.**
**Resumes may be included but may not be substituted.**

## GENERAL INFORMATION:

Date of Application _____

Name _____
First Middle Initial Last

Address _____
Street Apt/Unit City State Zip

Home Phone _____ Cell Phone _____ Email Address _____

Phone # where you can be reached between 9:00am and 4:30pm _____

Position for which you are applying: _____ Salary Expectation _____

How did you hear about this opportunity? ☐ City Website ☐ Job fair (list job fair _____)

☐ Newspaper ad (list newspaper _____) ☐ Internet Ad (list website _____)

☐ Other: _____

Which Job Status would you consider? ☐ Full Time ☐ Part Time ☐ Temporary ☐ Seasonal

Which Shift would you consider? ☐ Days ☐ Evenings ☐ Nights ☐ Variable

Date available for work? _____

Are you currently authorized to work in the U.S.? ☐ Yes ☐ No
(Note: 1986 Immigration Reform & Control Act requires verification of identity and employment eligibility at the time of hire)

Have you filed an application for any other positions for the City of Danbury? If yes, please list positions _____ ☐ Yes ☐ No

Were you, at any time, previously employed by the City of Danbury? If yes, indicate position held and department _____ ☐ Yes ☐ No

Are you 18 years of age or older? (A work permit is required if you are under age 18) ☐ Yes ☐ No

For Police Applicants only: Are you a US Citizen? ☐ Yes ☐ No

Have you ever been convicted of any offense other than a minor traffic violation or juvenile offenses? If yes, give details and dates of convictions. ☐ Yes ☐ No

_____

_____

(Note: Conviction is not necessarily disqualifying. The City of Danbury will consider the nature of the crime and its relationship to the job being applied for, information concerning rehabilitation and the amount of time elapsed since the conviction or release from custody)

An applicant is not required to disclose the existence of any arrest, criminal charge or conviction which has been erased under Connecticut Law. The criminal records subject to erasure under CT law are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolled, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon; and any person whose criminal record has been erased under CT law shall be deemed to have never been arrested within the meaning of the CT General Statues with respect to the proceedings so erased and may so swear under oath.

## VETERAN AND MILITARY INFORMATION

Are you a Veteran of the US Armed Forces? ☐ Yes ☐ No
If yes, indicate service branch, Date Discharged, Type of Discharge and

Final Rank _____

Do you claim 5 points preference based on active duty in the US Armed Forces? (Attach copy of DD214) ☐ Yes ☐ No

Do you claim 10 points veteran's disability preference? (Attach copy of DD214 and supporting documentation) ☐ Yes ☐ No

## SKILLS AND QUALIFICATIONS

Do you have other training, special programs, or armed forces training relating to the job for which you are applying? If yes, please indicate: ☐ Yes ☐ No

| Training Name | Location | Dates Attended | Subject |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

Are you fluent in a language other than English? ☐ Yes ☐ No

If yes, indicate language(s) _____ _____ _____

**Computer Software Knowledge**
Please indicate your skill level for each program by using the following key:
B=Basic; I=Intermediate; A=Advanced

☐ Word ☐ Excel ☐ Power Point ☐ Microsoft Access ☐ Data Entry ☐ Email

## EDUCATION

| Education Level | Name of School | Course of Study | # of Yrs Completed | Did You Graduate Y/N | Specify Degree, Diploma, GED, Certificate |
|---|---|---|---|---|---|
| High School | | | | | |
| College | | | | | |
| College | | | | | |
| Graduate School | | | | | |
| Trade or Business School | | | | | |
| Trade or Business School | | | | | |

## LICENSES AND/OR CERTIFICATIONS

Do you have a current Driver's License? ☐ Yes ☐ No

If yes, issuing state _____ License number _____

Do you have a current Commercial Driver's License? ☐ Yes ☐ No

If yes, issuing state _____ License number _____

Do you have any professional licenses or certifications? ☐ Yes ☐ No

If yes, indicate:

| License/Cert type | State | Exp Date | License/Cert Number |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

## EMPLOYMENT HISTORY

List below all present and past employment. Begin with your most recent employment and work backwards consecutively. Applicants may be required to furnish satisfactory proof of employment history claimed. Resumes may be included only with a completed application. Please attach additional sheets, if necessary.

1. Name of Employer _____

Address of Employer _____

Title: _____ Dates: From _____ (Month/Year) to _____ (Month/Year)

Name of Supervisor _____ Supervisor's Phone _____

Salary: _____ Job Responsibilities _____

_____

Reason for leaving: _____

_____

May we contact for a reference? ☐ Yes ☐ No

If no, please indicate reason _____

2. Name of Employer _____

Address of Employer _____

Title: _____ Dates: From _____ (Month/Year) to _____ (Month/Year)

Name of Supervisor _____ Supervisor's Phone _____

Salary: _____ Job Responsibilities _____

_____

Reason for leaving: _____

_____

May we contact for a reference? ☐ Yes ☐ No

If no, please indicate reason _____

3. Name of Employer _____

Address of Employer _____

Title: _____ Dates: From _____ (Month/Year) to _____ (Month/Year)

Name of Supervisor _____ Supervisor's Phone _____

Salary: _____ Job Responsibilities _____

_____

Reason for leaving: _____

_____

May we contact for a reference? ☐ Yes ☐ No

If no, please indicate reason _____

## APPLICANT STATEMENT *(Read Carefully)*

I certify that all statements made on or in connection with this application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that incomplete, false, inaccurate, or misleading information given in my application, interview(s) or during the course of my employment may result in the rejection of this application; withdrawal of a job offer; or discipline, up to and including termination of employment. Further, false information provided whether willingly or accidental, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

I understand that this application is not a contract of employment nor is it a guarantee or indication of employment. I also understand that should I be granted an interview, any representations that may be made at the interview are not to be construed as creating any obligation, promise or contract on behalf of the City of Danbury. Should I be employed by the City of Danbury, in consideration of my employment, I agree to conform to the rules and policies of the City, as they may be implemented or revised over time. Identification and verification of eligibility to work in the US must be satisfied for employment.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I will be subject to a drug test and medical examination that I must pass before I commence work.

I understand that this application will be active for a period of one year; after that time, if I wish to be considered for employment, I must submit a new application.

If I am hired, I understand that I am free to resign at any time, with or without prior notice, and the City of Danbury reserves the right to terminate my employment at anytime, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite durations. I understand that no supervisor or representative of the City of Danbury is authorized to make any assurance to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless such agreements are in writing and signed by the appropriate authorized representative of the City of Danbury.

I certify that I have read and accept all terms of the foregoing Applicant Statement.

Applicant's Signature: _____ Date: _____

## FOR HUMAN RESOURCES /CIVIL SERVICE USE ONLY

_____

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_____

HUMAN RESOURCES/CIVIL SERVICE
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

## Disclosure for Fair Credit Reporting Act Background Check

In consideration of your employment application or promotion within the City of Danbury, Employers Reference Source ("ERS"), on behalf of the City of Danbury, may seek background information about you from a consumer reporting agency. This information will be in the form of both consumer reports and investigative consumer reports. These reports may be obtained at any time after the City of Danbury receives your authorization to obtain such information for employment purposes, including consideration for promotions.

Consumer reports include any written, oral or other communication by a consumer reporting agency bearing on your credit standing, character, general reputation, personal characteristics, mode of living, and other characteristics that are expected to be used for employment purposes. Consumer reports may include education, professional licensing, credit reports, residency, immigration status, criminal records and driving records, among other reports and information.

Investigative consumer reports include similar information as consumer reports, which are obtained through personal interviews with those who are acquainted with you or who may have knowledge of any relevant information about you. Such reports may include past employment history, including reasons for your past employment, performance, experience, and work habits.

You have the right to request information from the City of Danbury about the nature and scope of any investigative consumer report on you that is requested by the City. Your request must be made in writing and within a reasonable period of time after you have received this disclosure.

A summary of your rights under the federal Fair Credit Reporting Act (FCRA) is being provided to you with this disclosure.

# CITY OF DANBURY

## Authorization to Obtain Consumer Reports under the Fair Credit Reporting Act

I acknowledge that I have received and read the *Disclosure for Fair Credit Reporting Act Background Check, A Summary of Your Rights Under the Fair Credit Reporting Act* and this Authorization. I certify that I understand the documents I have received.

I hereby authorize the City of Danbury or its authorized agents, for employment purposes, to obtain or prepare consumer reports and investigative consumer reports at any time after it receives this authorization to obtain such information for employment purposes, including consideration for promotions.

I hereby authorize law enforcement agencies, public and private schools, federal, state and local agencies and courts, credit bureaus, information bureaus, current and former employers, financial institutions, licensing agencies, governmental agencies, the military, and other individuals and entities to provide any and all information that is requested by ERS for the City of Danbury.

I certify that the information provided on this form is true and correct. I understand that any information that I provide in an employment application or that I otherwise disclose during my employment may be used to obtain consumer reports and investigative consumer reports.

| | |
|---|---|
| Printed Name | Alias or Former Names, If Applicable |
| Driver's License State* | Driver's License Number* |
| Social Security Number* | Date of Birth* |
| Home Address: | Previous Address: |
| Applicant Signature | Date |

*This information is being requested only for purposes of identification in obtaining accurate retrieval of records and it will not be used for any other purpose.

CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

# EEO DATA SHEET

Important:

All Applicants: To enable the City to meet government reporting regulations, applicants are requested (but not required) to complete this personal data sheet. Information will be used solely for government reporting purposes. *It will not be used as selection criteria and will be treated as personal and confidential.* Your voluntary cooperation will be appreciated.

Date: _____

Name: _____

Address: _____

_____

Position: _____

☐ Male ☐ Female

## ETHNIC SELF-IDENTIFICATION

Please read the descriptions below. Mark one or more races to indicate what you consider yourself to be.

☐ American Indian or Alaskan Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

☐ Asian or Other Pacific Islander – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

☐ Black or African-American (not of Hispanic origin) – A person having origins in any of the black racial groups of Africa.

☐ Hispanic – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

☐ White (not of Hispanic origin) – A person having origins in any of the original peoples of Europe, the Middle East or North Africa.