

Town of Glastonbury ~ Welles-Turner Memorial Library
Seasonal and Part-Time
Employment Application

Date
Title of position being applied for

Instructions: PRINT CLEARLY – DO NOT TYPE

Applicant Information

Name	
Address (street address, city, state, ZIP)	
Phone #	Email address
Social Security #	

Have you ever been convicted for violation of any law other than minor traffic regulations? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If "yes," explain: _____		
Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Highest level of education completed	Name of school	Location of school

Dates/Hours Available for Work

	Specify dates:		Check (✓) appropriate times			
	From	To	<input type="checkbox"/> Mornings	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Evenings	<input type="checkbox"/> Weekends
Spring						
Summer						
Fall						
Winter						

Certification

Check (✓) all that apply	Expiration date	Certifying agency
<input type="checkbox"/> Lifeguard training		
<input type="checkbox"/> First aid		
<input type="checkbox"/> WSI		
<input type="checkbox"/> BLS-CPR		
<input type="checkbox"/> Other CPR		
<input type="checkbox"/> Other (specify): _____		

Remarks

Use this space for any additional information which would be of value for the job for which you are applying (use additional paper if needed)

Employment History

Most recent first

Employer	Position
Address (street address, city, state, ZIP)	Salary
Dates of employment From: _____ To: _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Brief description of duties	
Reason for leaving	

Employer	Position
Address (street address, city, state, ZIP)	Salary
Dates of employment From: _____ To: _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Brief description of duties	
Reason for leaving	

References

*Two (2) people familiar with your work (e.g., teachers, people for whom you baby-sit, neighbors, former employers).
Two (2) written employment reference forms may be required.*

Name	Phone #
Relationship	

Name	Phone #
Relationship	

Certification

I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers, and that the entries above made by me are true, complete and correct to the best of my knowledge and belief. Any misrepresentation, omission or falsification may be grounds for dismissal.

In the event that I am employed by this town, I agree to comply with all of its orders, rules and regulations. The Town of Glastonbury makes no guarantee of continued employment. Only the Town Council and Town Manager may enter into an employment contract and then, only in a written agreement signed by all parties.

I understand that failure to follow directions and complete all sections of this application is grounds for immediate dismissal from the recruitment process.

Signature	Date
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Note: Applications are kept on file for two (2) years. As employment opportunities arise, applications are reviewed, and qualified candidates are contacted.