AN EQUAL OPPORTUNITY EMPLOYER

CITY OF STAMFORD CONNECTICUT

CIVIL SERVICE JOB OPPORTUNITIES

POLICE OFFICER

OPEN COMPETITIVE EXAMINATION NO. 14-11

***SALARY: $55,625 - $69,880**

****LAST FILING DATE:**
08/29/2014

WRITTEN EXAM DATE:
09/20/2014

A NONREFUNDABLE $35.00 EXAMINATION FEE IS REQUIRED UPON ADMISSION TO THE WRITTEN EXAM ON 09/20/2014.

DUTIES: Works under the general direction of a supervisor and works independently as required; protects life and property and enforces laws and ordinances. Must be able to exercise independent judgment. Does related work as required.

SELECTION PROCEDURES: There will be a written examination and an oral examination. Candidates must pass all exams in order to attain a place on the eligibility list. Final score will be based on passing scores on the written and oral exams (50% written, 50% oral).

Final scores will determine the order in which candidates complete the remainder of the selection process. The remainder of the selection process is as follows: background investigation, drug screening, polygraph, and oral interview. Those candidates receiving a conditional offer of employment will proceed to the next phase of the process: supplementary background investigation, drug screening, medical pre-screening, polygraph, comprehensive medical, psychological screening, and pre-Academy physical agility.

Candidates must successfully complete all components of the selection process in order to be appointed.

STAMFORD RESIDENCY CREDIT: See the attached documents for further information.

MINIMUM QUALIFICATION REQUIREMENTS:

- Graduation from an accredited high school or possession of a G.E.D. from the Connecticut State Department of Education or other recognized authority; of good moral character and reputation.
- No felony, domestic violence, A misdemeanor or B misdemeanor criminal convictions.
- At time of appointment:
- at least 21 years of age (applicants who have not reached their 21st birthday will be able to take the written test, but will not be considered for appointment until their 21st birthday.)
- Be a citizen of the United States of America.
- Possess a valid motor vehicle operator's license.

FILING REQUIREMENTS: A completed "City of Stamford Application for Examination or Employment - Police Officer #14-11" must be submitted on or before the last filing date to be considered eligible for purposes of this examination. A resume and/or other correspondence will not be considered as equivalent to an application. **Applicants MUST SUBMIT a copy of their CHIP (Physical Ability Test) card no later than the date of the written examination of September 20, 2014, OR provide proof of registration for the test with C.H.I.P. by the closing date of August 29, 2014. Further information regarding this requirement is included in the application package.

APPLICATION & FURTHER INFORMATION
Visit our website at - www.cityofstamford.org
or contact
City of Stamford Human Resources Division
888 Washington Blvd.- P.O. Box 10152
Stamford, Connecticut 06904-2152
Phone: 203-977-4070
Fax: 203-977-4075
Email: rfrager@ci.stamford.ct.us

PERSONNEL COMMISSION
Frank Green
Julie Granser
Peter Nanos
Marc Teichman
Carl Weinberg

Clemon Williams, Interim Director of Human Resources

AN EQUAL OPPORTUNITY EMPLOYER

CITY OF STAMFORD
HUMAN RESOURCES DIVISION
888 WASHINGTON BLVD.
STAMFORD, CT 06904-2152
203-977-4068

May 23, 2014

Dear Police Officer Applicant:

It is critical that you READ ALL the attached materials carefully and completely as soon as you receive this packet and FOLLOW THE DIRECTIONS. Failure to follow directions will result in removal from the selection process.

As noted on the exam announcement, a completed "City of Stamford Application for Examination or Employment – Police Officer #14-11" must be submitted to the City of Stamford Human Resources Division on or before August 29, 2014.

The following documents are attached to this letter. (Please be sure that you have all of the attachments.)

1. Examination Announcement #14-11 for Police Officer.
2. City of Stamford Application for Examination or Employment – Police Officer #14-11.
3. Recruitment Information.
4. Summary of Medical Standards for Police Officer Candidates.
5. Information Concerning Stamford Residency Points and Residency Credit Application and Affidavit.
6. Application/Affidavit for Waiver of Examination Fee.
7. C.H.I.P. testing application.

All individuals who file the completed City of Stamford Application for Examination or Employment – Police Officer #14-11 by the last filing date of August 29, 2014 will receive an acknowledgment from the Human Resources Division of receipt of the application.

A nonrefundable $35.00 examination fee is required upon admission to the written examination on September 20, 2014. **DO NOT SUBMIT THIS FEE WITH YOUR APPLICATION**. The fee will be accepted at time of check in at the written exam. Further directions regarding this fee will be included with the invitation to the written exam.

Those applicants who successfully complete the physical agility and written exams will be invited to the oral exam.

If you have any questions, you may contact the Stamford Police Department recruiting team via email at spdrecruiting@stamfordct.gov or Rosemarie Frager, HR Generalist, Human Resources Division, at the above address or via email (rfrager@stamfordct.gov) or phone (203-977-4068) or fax (203-977-4075.) Also, if there are any extenuating circumstances which will prevent you from appearing for the written exam on September 20, 2014, you must **immediately** contact Ms. Frager and advise in writing (and enclose supporting documentation) why you are unable to attend as scheduled. (Exceptions will be made only in very limited circumstances, such as ordered military service or necessary hospitalization.)

We thank you for your interest in employment as a Police Officer with the City of Stamford and wish you well.

Human Resources Division
City of Stamford

CITY OF STAMFORD, CONNECTICUT

www.stamfordct.gov

Police Officer Recruitment

The City of Stamford currently has an open competitive examination for the position of Police Officer. This position is general duty police work involving responsibility for the protection of life and property; the prevention, detection and investigation of crime; and for maintaining law and order. Assignments are received from superior officers and are carried out in accordance with established police rules and procedures. Police Officers must use their own judgment and act without supervision in meeting emergencies.

Application Process

As noted on the exam announcement, a completed "City of Stamford Application for Examination or Employment must be submitted to the City of Stamford Human Resources Division on or before August 29, 2014.

Application Fee

A non-refundable $35.00 examination fee is required upon admission to the written examination. ***DO NOT SUBMIT FEE WITH YOUR APPLICATION***. The fee will be accepted at time of check-in at the written examination. Further directions regarding this fee will be included with the invitation to the written examination.

Application/Affidavit for Waiver of Examination Fee

Examination fee of $35 may be waived due to financial hardship.

Minimum Requirements

Age: Must be age twenty-one (21) at time of appointment. Applicants who are twenty (20) years old may take the examination; however, they will not be considered for appointment until their 21st birthday.

Education

A high school diploma or equivalency.

License

Applicants must possess and maintain a valid driver's license and a driving history in accordance with the City of Stamford's Motor Vehicle policy.

Residency Requirement

Candidates must be U.S. citizens. The City of Stamford wishes to promote the recruitment and hiring of Stamford residents. To this end, residency points will be given to Stamford residents.

Medical Standards
Must meet department medical standards for Police Officer Candidates.

Required Knowledge, Abilities and Skills
Candidates must be trained in modern methods of first aid; and possess the ability to be trained in all aspects of entry-level police work; ability to observe situations analytically and objectively and to record the situation and information gathered in a complete and clear manner; ability to react quickly and calmly in emergencies; ability to establish and maintain effective working relationships with associates and the public; ability to deal firmly but courteously with the public; ability to lean modern methods of crime detection and prevention; ability to understand and execute written and oral instructions; ability to prepare clear and comprehensive reports; ability to learn the effective use and care of firearms and other self-protective devices; and have sufficient physical strength and agility to defend oneself or to subdue violent persons.

Police officers are required to perform their duties under all conditions of weather. Hazards to personal safety arise from personal, mechanical and natural sources, and include possible loss of life.

Non-Certified Applicants
Candidates who successfully pass all phases of the examination for this position will have their names placed on an Eligible List.

Method of Selection Weight
Certification of Physical Ability - Pass/Fail
Written Examination – 50%
Oral Examination – 50%

Certification of Physical Ability
The agility examination (conducted by Complete Health and Injury Prevention/C.H.I.P.) consists of our basic tests:

- **Sit-up:** This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force.
- **Flex:** This is a measure of the flexibility of the lower back and upper leg area. It is an important area for performing police tasks involving range of motion.
- **Push Up:** This is a measure of the muscular endurance of the upper body. It is an important area for performing police tasks requiring upper body strength.
- **1.5 Mile Run:** This is a timed run to measure the heart and vascular system's capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance.

Candidates must meet the 50th percentile of physical fitness. C.H.I.P. testing application is included in this packet or can be found on-line at www.chip-inc.com Additional information can be obtained by contacting C.H.I.P. directly at (203) 235-5865.

Written Examination

If you meet the application requirements, you will be invited to take a written exam tentatively scheduled for September 20, 2014. The written examination tests observation and memory, ability to learn new information, judgment and problem solving, writing skills and interests relative to successful police work. The minimum passing score on the written examination will be based on an acceptable passing rate as determined by the Director of Human Resources and will be considered 50% of the final earned score for the entire examination process. You must achieve a passing score on the written examination to be invited to the oral examination. Candidates who fail to achieve the minimum passing score on the written examination will be disqualified from any further consideration for the position.

Information confirming the exam date and time as well as the location and directions to location will be mailed to you prior to the date of the examination

Oral Examination

Applicants passing the written and agility tests will be invited to participate in an oral panel examination. No part of the testing process requires any prior knowledge of law enforcement. A passing score, as determined by the Director of Human Resources, will be considered 50% of the final earned score for the entire examination process.

Study Materials

Candidates can purchase study materials from www.publicsafetyrecruitment.com Candidates should follow the following steps to locate the guide:

1. Logon to www.publicsafetyrecruitment.com
2. Click on the "Study Guides" link at the top or on the right hand side of the webpage.
3. Choose "Law Enforcement Study Guides"
4. The Enhanced Edition of the National Criminal Justice Officer Selection Inventory Study Guide with Practice Exam is the second book listed. The selling prices is $19.95 before shipping (and taxes if in IL).

Veteran's Points

Five points will be added to a final passing score (maximum score=100 points) to veterans who have completed active military service with an honorable discharge or a discharge under honorable conditions. Form DD-214 is required to verify military service and the right to receive veteran's points.

Eligibility List

An eligibility list is established of all candidates who have passed the agility, written and oral examinations. List is valid for two years or until it is exhausted, whichever comes first.

Background Investigation

The Police Department will conduct a thorough background investigation which may include checking employment, school, military and police records, personal references and other sources as necessary. The process also includes a polygraph, psychological and medical examination.

If you fail to appear for any part of the examination process your name will be removed from any further consideration.

Questions can be answered by calling Rosemarie Frager, HR Generalist, Human Resources Division via email at rfrager@stamfordct.gov or phone (203) 977-4068 or fax (203) 977-4075 or the Stamford Police Department Recruiting Team via email to spdrecruiting@stamfordct.gov

This information is intended as a guide to the recruitment process and not a complete description of the process.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Division.

The City of Stamford is an Equal Opportunity/Affirmative Action Employer.

MEDICAL STANDARDS FOR POLICE OFFICER CANDIDATES

City of Stamford, Connecticut

Candidates for the position of Police Officer must be physically and medically capable of performing the essential functions of Police Officer. A post job offer medical screening and examination is required.

Below is a summary of several of the medical standards which lead to the most disqualifications. The complete set of medical standards is available for inspection in the City of Stamford Human Resources Division, 9th floor of Stamford Government Center, 888 Washington Blvd. The complete set may also be found on the City of Stamford Web site (**www.stamfordct.gov**). Go to the information regarding Police Officer recruitment.

VISION

The minimum acceptable standard of visual acuity (uncorrected) shall be not worse than 20/70 in each eye, total vision corrected to 20/20. Perception of color is deemed acceptable if candidate correctly reads 10 or more of the first 15 Ishihara plates.

HEARING

A candidate's uncorrected hearing in each ear shall be tested by audiometer between 500 and 6,000 cycles per seconds, using only the range between 500 to 4,000 cycles per second for purposes of qualification. A decibel loss of 30 or more is not permitted between 500 and 2,000 cycles per second and decibel loss of 40 or more is not permitted between 2,000 and 4,000 cycles per second.

RESPIRATION AND CIRCULATION

The action of the heart should be uniform, free, and steady; its rhythms regular and the heart free from organic changes. Acceptable blood pressure readings taken at rest are: systolic not higher than 140, not lower than 90 (mm of Hg); diastolic not higher than 90 (mm of Hg).

MEDICAL STANDARDS FOR POLICE OFFICER CANDIDATES

HEIGHT/WEIGHT CHART

MEN

Height		Small	Medium	Large
Feet	Inches	Frame	Frame	Frame
5	2	128-134	131-141	138-150
5	3	130-136	133-143	140-153
5	4	132-138	135-145	142-156
5	5	134-140	137-148	144-160
5	6	136-142	139-151	146-164
5	7	138-145	142-154	149-168
5	8	140-148	145-157	152-172
5	9	142-151	148-160	155-176
5	10	144-154	151-163	158-180
5	11	146-157	154-166	161-184
6	0	149-160	157-170	164-188
6	1	152-164	160-174	168-192
6	2	155-168	164-178	172-197
6	3	158-172	167-182	176-202
6	4	162-176	171-187	181-207

WOMEN

Height		Small	Medium	Large
Feet	Inches	Frame	Frame	Frame
4	10	102-111	109-121	118-131
4	11	103-113	111-123	120-134
5	0	104-115	113-126	122-137
5	1	106-118	115-129	125-140
5	2	108-121	118-132	128-143
5	3	111-124	121-135	131-147
5	4	114-127	124-138	134-151
5	5	117-130	127-141	137-155
5	6	120-133	130-144	140-159
5	7	123-136	133-147	143-163
5	8	126-139	136-150	146-167
5	9	129-142	139-153	149-170
5	10	132-145	142-156	152-173
5	11	135-148	145-159	155-176
6	0	138-151	148-162	158-179

Note: **If a candidate is outside of these guidelines, a body fat determination will be done and fitness will be determined by the City Physician.**

INFORMATION CONCERNING STAMFORD RESIDENCY POINTS

Police Officer candidates who intend to apply for 5 point residency preference points must read this information entirely before completing the Residency Credit Application and Affidavit.

In order to qualify for 5 points residency credit in accordance with the proposed ordinance, the Human Resources Division requires that you attest and provide irrefutable evidence to substantiate that you have been domiciled in the City of Stamford, Connecticut for a period of at least 12 months beginning August 2013.

For purposes of this application, "domiciled" is defined to be "that place where an individual has his/her true, fixed and permanent home, where he or she normally eats and sleeps and maintains his or her normal personal and household effects". Applicants who have a permanent home in Stamford but resided elsewhere during some or all of the required time period for the sole purpose of attending school or ordered U.S. military service will qualify for credit.

Residency points will be awarded only to candidates who submit a timely, signed, Residency Credit Application and Affidavit and achieve a passing score on the written examination.

Documented proof of residency will be required at the time candidates submit their applications. **CANDIDATES MUST OBTAIN AND RETAIN DOCUMENTATION THAT COMPRISES IRREFUTABLE PROOF OF CONTINUOUS RESIDENCY FROM AUGUST 2013**

Documents that may be submitted in support of a residency claim include, but are not limited to, a copy of a lease or mortgage in the candidate's name plus one of the following (also in the candidate's name): cable TV, electric, gas, oil, telephone or water utility bill; checking or savings account statements; or credit card statements. The City of Stamford reserves the right to accept other documents, in lieu of the above, under special circumstances, which substantiate various living arrangements, such as residing with parents, etc., as determined by the Human Resources Division. Remember that you must prove residency over a 12 month period.

Insufficient, incomplete or improper documentation will result in the forfeiture of the residency credit and an adjustment in the final score. Evidence is subject to additional verification during the post job offer background check. As in the case of any intentional misrepresentation of a material fact on an employment application, candidates who are determined to have intentionally misrepresented or falsified facts concerning Stamford residency shall be disqualified or dismissed. The decision of the Human Resources Division in all related matters is final and not subject to appeal.

RESIDENCY CREDIT APPLICATION AND AFFIDAVIT*

_____

Last Name First Name

_____

Social Security Number

ACKNOWLEDGMENT AND CERTIFICATION

I hereby attest in good faith that I: 1) am currently a bona fide resident of the City of Stamford, Connecticut; 2) have been domiciled in the City since at least August 2013.

I have read the "Information Concerning Stamford Residency Points" included in the Police Officer application package, and understand that I bear the burden of proof to support my claim for residency points at the time such proof is requested and/or required.

I understand and agree that IF: 1) I am unable to substantiate my claim at that time, I will forfeit 5 points from my final written examination score; 2) I submit false, inaccurate or misleading information, I am subject to immediate disqualification or dismissal.

_____ _____

Signature of Applicant Date Signed

*Must be submitted as an attachment to the "City of Stamford Application for Examination or Employment", by the last filing date of August 29, 2014. Candidates applying for preference should make and retain a copy of this affidavit and the related information sheet.

CITY OF STAMFORD

APPLICATION/AFFIDAVIT FOR WAIVER OF EXAMINATION FEE

I, _____ certify by my signature below that I
Print Name

qualify for a waiver of the required fee for taking examination number 14-11 for the position of

Police Officer for the following reason(s):

(Check all applicable sections.)

___ 1. I am currently receiving public assistance from _____.
List municipal or state agency

___ 2. I am currently receiving federal social security disability insurance benefits.

___ 3. I am currently receiving unemployment compensation benefits from the State of _____.

___ 4. My total family income is below the current federal poverty guideline as defined on the attached Federal Poverty Guideline.

CERTIFICATION: I understand that as penalty for filing a false affidavit, I will be disqualified at any point in the application/examination process, including removal from the eligibility list, and will be ineligible to apply for any City of Stamford civil service examination for a period of three (3) years.

_____ _____
Signature of Applicant Date

Approved: _____

FEDERAL POVERTY GUIDELINE

DEFINITIONS

Size of Family Unit	Annual Income
1	$11,490
2	$15,510
3	$19,530
4	$23,550
5	$27,570
6	$31,590
7	$35,610
8	$39,630

For families/households with more than 8 persons,
add $4,020 for each additional person

Effective July 1, 2013

CHIP
COMPLETE HEALTH & INJURY PREVENTION

About the C.H.I.P. Program

C.H.I.P. administers the Police Physical Ability Assessment for over 60 Connecticut Police Agencies. Upon successful completion of the assessment candidates receive a C.H.I.P. card. Cards are valid for a 6-month period and accepted by participating departments. Each department establishes their own entry-level requirement either the 40th or 50th percentile. Both standards are included in this packet. The 50% standard is the more rigorous standard. Each participating department is also responsible for establishing what CHIP test dates or CHIP card expiration dates are acceptable for their hiring process. It is an applicant's responsibility to identify this date and determine when or if they need to take the CHIP test.

Signing up for the C.H.I.P. Assessment

STEP 1- PRINT AND COMPLETE THESE FORMS. The Medical Approval Form must be signed, stamped, and dated by your Doctor. Next complete the registration form. Make sure that you neatly print all information.

STEP 2- MAIL YOUR FORMS. Mail the Medical Approval Form and Registration Form with a **$65.00** Money Order or Certified Bank Check which is non-refundable to: **C.H.I.P. PO Box 774, Meriden, CT. 06450**.

STEP 3- CALL C.H.I.P. Three days after mailing your forms call C.H.I.P. to receive your assessment time and details. The phone number is **203-235-5865.**

CHIP Schedule

Each department that participates in the CHIP program determines a **cutoff date** for their hiring process. This is the date when an applicant must have a current CHIP card. It is the applicant's responsibility to sign up for a CHIP test that will allow you to meet that date. *Assessment dates and locations are available on www.chip-inc.com under the "The Test" of the site*. CHIP tests are offered on a monthly basis and registration forms must be postmarked one week prior to the assessment date in order to meet the registration deadline.

CHIP
COMPLETE HEALTH & INJURY PREVENTION

Registration Form

Complete this form and mail it with, a completed Medical Approval Form, and a non-refundable $65.00 assessment fee (money order or certified bank check) to:
C.H.I.P. P.O. Box 774, Meriden, CT. 06450

Neatly print or type below.

Name _____
First Last MI

Age _____

D.O.B. _____

Male / Female

Address _____

_____
City State Zip

Preferred Phone ( ) _____ Other Phone ( ) _____

Emergency Contact: Name _____ **Number ( )** _____

City/Town to which you are applying: _____

Assessment Date: _____

(By failing to appear at the specified assessment date above you will forfeit your assessment fee and registration forms will not be carried over to future assessments.)

P.O. Box 774
Meriden, CT. 06450
(203) 235-5865

Physical Ability Assessment

Medical Approval Form

To be filled in by physician:

This is to certify that I have *reviewed* the attached four elements of the *Connecticut Police Officer Standards and Training Council's* Physical Ability Assessment. After reviewing said document, it is my professional opinion that the candidate named below:

Candidate's Name: _____

Department(s) Applying to : _____

CAN SAFELY PERFORM THE PHYSICAL ABILITY ASSESSMENT.

Physician's Signature: _____ _____
(M.D. or D.O.) Date

Physician's Name and Address (Type or Imprint With Office Stamp)

Medical Approval Forms backdated more then six months cannot be accepted

Connecticut Police Officer Standards and Training Councils
Physical Ability Assessment Standards

The physical ability assessment includes the four stations described below. These standards are required by the Connecticut Police Officers Standards and Training Council

Sit-ups	Muscular Endurance	The score is the number of correct full bent leg sit-ups performed in one minute. Your feet are held and your fingers tips are tucked behind your ears.
Sit & Reach	Flexibility	The sit and reach test measures the flexibility of the lower back and Hamstrings. The test involves sitting on the floor with the legs straight out in front of the body. From this position the candidate reaches forward towards the toes. The toes are located at the 15-inch mark on the sit and reach box. 17.5 inches is two and half inches past the toes.
Push Up	Muscular Endurance	The score is the number of correct full body Push-ups performed in one minute. Starting in the up position, hands placed slightly wider then shoulder width apart, fingers pointing forward with a straight back. Bend your elbows lowering your body towards the floor and touch your chest to the measuring block (approximately four inches from floor) and return to the up position.
1.5 Mile Run	Cardiovascular Capacity	1.5 mile run. You are required to run, walk or jog One and a half miles within your allotted time limit. The score is in minutes and seconds.

Standards

AGE/GENDER	SIT-UP		FLEX		PUSH UP		1-1/2 MILE RUN	
Male	**40%**	**50%**	**40%**	**50%**	**40%**	**50%**	**40%**	**50%**
20-29	38	40	16.5	17.5	29	33	12:38	11:58
30-39	35	36	15.5	16.5	24	27	12:58	12:24
40-49	29	31	14.25	15.25	18	21	13:50	13:12
50-59	24	26	13.25	14.5	13	15	15:06	14:23
60-69	19	20	12.5	13.5	10	15	16:46	15:56

Female	**40%**	**50%**	**40%**	**50%**	**40%**	**50%**	**40%**	**50%**
20-29	32	35	19.25	20.0	15	18	14:50	14:04
30-39	25	27	18.25	19.0	11	14	15:43	14:34
40-49	20	22	17.25	18.0	9	11	16:31	15:34
50-59	14	17	16.75	17.75	7	8	18:18	17:19

APPLICATION FOR EXAMINATION OR EMPLOYMENT

DO NOT WRITE IN THIS SPACE

☐ Q
☐ NQ
☐ Educ
☐ Exp
☐ Not City EE
☐ Other _____

Rev. by: _____

The City of Stamford
Human Resources Division
888 Washington Boulevard
P.O. Box 10152
Stamford, CT 06904-2152
Tel. (203) 977-4070

AN EQUAL OPPORTUNITY EMPLOYER

Police Officer
Position applying for
Use Title on Job Announcement

14-11
Exam Number

PLEASE TYPE OR PRINT CLEARLY IN BLACK INK.
All blanks must be completed in order for application to be considered.

GENERAL INFORMATION

Name _____ _____ _____
(Last) *(First)* *(Middle)*

Address _____ _____ _____ _____
(Street/Apt. #) *(City)* *(State)* *(Zip Code)*

Home Telephone _____
(Area Code)

Work Telephone _____
(Area Code)

Cellular Telephone _____
(Area Code)

E-mail Address _____

Social Security Number 000 _____ _____
(Last six digits ONLY)

Best daytime contact: ☐ Home ☐ Work ☐ Cell

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

Are you currently authorized to work in the United States? ☐ Yes ☐ No

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

Note: 1986 Immigration Reform & Control Act requires verification of identity and employment eligibility at the time of hire.

Have you ever worked for the City of Stamford before? ☐ Yes ☐ No

If yes, list by dates employed and job title(s): _____

1. Have you ever been convicted of any offense other than juvenile, youthful offender, or a minor traffic violation? ☐ Yes ☐ No
If yes, you must complete Section B of the applicant disclosure form.

2. Have you ever been disqualified for a position with the City of Stamford due to a criminal conviction or failure to fully disclose a criminal conviction? ☐ Yes ☐ No
If yes, list job title and date of disqualification. _____

(Provide information regarding ACTUAL convictions only. Any arrest, charge, conviction and/or record which has been erased, dismissed, nolled or pardoned pursuant to the CGS § 31-51i, should NOT be disclosed. Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated on its own merits with respect to time, circumstances and seriousness, in relation to the job for which you are applying.)

RECORD OF EDUCATION

TYPE OF SCHOOL	*NAME OF SCHOOL AND CITY/STATE*	*DATES ATTENDED*	*COURSE OF STUDY (Major/Minor)*	*GRADUATED (Yes/No)*	*DEGREE, DIPLOMA, G.E.D., AND CERTIFICATE OR CREDITS COMPLETED*
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
COLLEGE OR UNIVERSITY					
COLLEGE OR UNIVERSITY					

Other Training/Certifications (special courses, work training programs, armed forces training) related to the job for which you are applying. Give name and location where training was given, dates attended, subject of training, number of hours weekly, and other details.

Summarize any other Special Skills or Abilities relating to the job you want, such as: licenses, machines you operate, languages which you speak, read and write well, computer skills, and any other special abilities or knowledges.

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. Use additional pages if necessary. Resumes may be included with a **completed application**.

1. Name and Address of Employer _____ Employed From _____ (Month Year) To _____ (Month Year)

_____ # of hours per week _____ Ending Salary _____

Supervisor Name, Title, Telephone _____

Your Title _____

Describe your duties: _____

Reason for leaving _____

EMPLOYMENT HISTORY (Continued)

2. Name and Address of Employer _____ Employed From _____ (Month Year) To _____ (Month Year)

_____ # of hours per week _____ Last Salary _____

Supervisor Name, Title, Telephone _____

Your Title _____

Describe your duties: _____

_____

_____

_____

Reason for leaving _____

3. Name and Address of Employer _____ Employed From _____ (Month Year) To _____ (Month Year)

_____ # of hours per week _____ Ending Salary _____

Supervisor Name, Title, Telephone _____

Your Title _____

Describe your duties: _____

_____

_____

_____

Reason for leaving _____

4. Name and Address of Employer _____ Employed From _____ (Month Year) To _____ (Month Year)

_____ # of hours per week _____ Ending Salary _____

Supervisor Name, Title, Telephone _____

Your Title _____

Describe your duties: _____

_____

_____

_____

Reason for leaving _____

5. Name and Address of Employer _____ Employed From _____ (Month Year) To _____ (Month Year)

_____ # of hours per week _____ Ending Salary _____

Supervisor Name, Title, Telephone _____

Your Title _____

Describe your duties: _____

_____

_____

_____

Reason for leaving _____

Do you have any objections to the Human Resources Division verifying your work experience and/or educational qualifications?

(A) Your former employer? ☐ Yes ☐ No

(B) Your present employer? ☐ Yes ☐ No

If answer is "Yes" to either (A) or (B) explain under comments section

I hereby authorize the City of Stamford to verify my work experience and/or educational qualifications.

_____

Applicant's Signature

COMMENTS

_____

_____

_____

_____

_____

_____

MILITARY INFORMATION

Veteran of U.S. Armed Forces	Service Branch	Date Discharged	Type of Discharge	Final Rank
☐ Yes ☐ No				

PRE-EMPLOYMENT 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. 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, the 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. Should I be employed by the City, in consideration of my employment, I agree to conform to the rules and policies of the City of Stamford, as they may from time to time be implemented or revised. Identification and verification of eligibility to work in the United States must be satisfied for employment.

I further understand that in consideration for employment, an investigative background report may be prepared at the request of the City of Stamford by an independent party, whereby information may be obtained from my employers (present or former), educational institutions, all branches of the U.S. Military service, and public records maintained by government agencies or others, including but not limited to criminal conviction reports, credit reports, etc. I authorize the City of Stamford and its designated representative(s) to perform this investigation, and further authorize present and former employers, references and other persons to provide information for the investigation. I also authorize the City of Stamford to receive criminal conviction records pertaining to me which may be in the files of any criminal justice agency.

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 have read, understood, and agree to the foregoing.

Applicant's Signature _____ Date _____

Applicant Disclosure Form

Section A

City of Stamford

1. CANDIDATE INFORMATION

It is the policy of the City of Stamford to recruit, hire, and promote qualified people in all job classifications regardless of age, race, sex, color, religion, national origin, marital status, veteran status or disability unless they are bona-fide occupational qualifications.

The following information is needed for compliance with governmental reporting requirements. While completion of this section is voluntary, we strongly urge that all applicants complete this as part of the pre-employment process. Applicants so choosing, may identify on the form that they have chosen not to provide the City of Stamford with the requested information by checking the appropriate box in section four. This information will not affect in any way your employment opportunities. This form will be removed from the application.

2. GENERAL INFORMATION

Your Name _____ Date _____

Social Security Number 000 _____ _____ **(Last six digits ONLY)**

3. STATISTICAL INFORMATION

Race/Ethnic Identification (Please check one)

American Indian or Alaska Native	☐	All persons 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	☐	All persons 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 or Latino origin) All persons having origins in any of the black racial groups of Africa.
Hispanic or Latino	☐	All persons of Cuban, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race.
Native Hawaiian or Other Pacific Islander	☐	All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.
White	☐	(Not of Hispanic or Latino origin) All persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Other	☐	Please specify _____

Job Classification

_____

Please write the title of the position for which you are applying in the box above, using the title on Job Announcement.

Gender

Female ☐

Male ☐

4. NON-PARTICIPATION

Please check box if applicable

I have read the above statement and have chosen not to complete this form. ☐

5. RECRUITING INFORMATION

How did you hear about this job? (Please check one)

- ☐ Stamford Advocate
- ☐ Other newspaper. Please give name: _____
- ☐ City Website
- ☐ Internet Please give site: _____
- ☐ City Employee
- ☐ Human Resources Division Bulletin Board
- ☐ Community Agency Please give name: _____
- ☐ Professional journal Please give name: _____
- ☐ Other. Please specify: _____

Applicant Disclosure Form

City of Stamford

NOTE:
THIS INFORMATION WILL BE REVIEWED ONLY BY MEMBERS OF THE HUMAN RESOURCES DIVISION AND HIRING MANAGERS.

Section B

CRIMINAL CONVICTION INFORMATION

Applicants are required to disclose the existence of *any* criminal conviction, regardless of the nature, date or location thereof, with the exception of minor traffic violations or an arrest, criminal charge, or conviction that has been erased**.** The types of records subject to erasure under Connecticut law are as follows: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nolled"; (d) a criminal charge for which the person was found not guilty; and (e) a conviction for which the person received an absolute pardon.

The information provided below is subject to the terms of the "Pre-Employment Statement" on Page 4 of this application. A criminal conviction will not necessarily result in the rejection of this application, but will be considered as it relates to the nature of the position sought, and in light of any applicable state and federal law.

_____ _____
Name (Print) Title of Position Sought

_____ _____
Applicant's Signature Date

DATE OF CONVICTION	*OFFENSE*	*DATE OF ARREST*	*PLACE OF ARREST (City/Sate)*	*SENTENCE*