



HUMAN RESOURCES DIVISION

CITY OF STAMFORD

ANNOUNCES

*OPEN COMPETITIVE EXAMINATION NO. 14-33

FOR

FIREFIGHTER

LAST FILING DATE: 12/05/2014

EXAMINATION DATE: 01/10/2015

SALARY: The base salary range is \$45,182-\$69,274. Starting salary shall be at the lower rate.

DUTIES: Under the direct supervision of a Lieutenant or Captain, combats, extinguishes and prevents fires; operates and maintains Fire Department equipment, apparatus and quarters; works on a rotating shift basis; does related work as directed.

MINIMUM QUALIFICATION REQUIREMENTS:

- At time of application, must have graduated from an accredited high school or received an equivalency diploma (G.E.D.) from a recognized authority.
- By date of written examination (01/10/2015) must be at least 18 years of age.
- At time of application, must have a CPAT (Candidate Physical Ability Test) card dated no earlier than 01/10/2014 OR register for the CPAT with the Connecticut Fire Academy by January 8, 2015. Further information regarding this requirement is included in the recruitment packet.

EXAMINATION: There will be a written examination weighted 100%. Admission to the test will be limited to applicants who have either passed the CPAT on or after January 10, 2014 or those who provide irrefutable proof of registration for the spring 2015 CPAT exam by January 8, 2015.

A nonrefundable \$35.00 examination fee is required upon admission to the exam. Payment is by bank check or money order made payable to the City of Stamford and your name should be printed on the memo line. No cash, personal checks or credit card payments will be accepted.

STAMFORD RESIDENCY AND VOLUNTEER CREDIT: Five (5) points will be added to the passing exam score of those candidates who attest and provide irrefutable proof of their residency in the City of Stamford, Connecticut for a period of at least twelve (12) months prior to the examination date of 01/10/2015. See the recruitment packet for more information and required documents.

Three (3) points will be added to the passing exam score for qualified candidate who provide irrefutable proof and attest to active Stamford Volunteer Firefighter Service. See the recruitment packet for information and required documents.

VETERANS' CREDIT: Refer to Item 3 of 11 on the "Announcements General Conditions" form for eligibility requirements.

FILING REQUIREMENTS: A completed "City of Stamford Application for Examination or Employment" and "Recruitment Packet" must be submitted or postmarked to the Human Resources Division on or before December 5, 2014 to be considered eligible for purposes of this examination. A resume and/or other correspondence will not be considered as equivalent to an application.

APPLICATION MATERIAL: The application form, including recruitment packet, is available on our website: www.stamfordct.gov, in the lobby of the Human Resources Department located on the 9th floor of the Stamford Government Center at 888 Washington Blvd., and at Stamford Fire Headquarters at 629 Main Street, Stamford, CT.

APPLICATION & FURTHER INFORMATION

Visit our Web site at - www.stamfordct.gov
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: HrRecruiting@stamfordct.gov

PERSONNEL COMMISSION

Frank Green
Julie Granser
Peter Nanos
Marc Teichman
Carl R. Weinberg

Clemon Williams, Director of Human Resources
(AN EQUAL OPPORTUNITY EMPLOYER)

att.

ANNOUNCEMENTS GENERAL CONDITIONS

1. Applicants must complete an "Application for Examination" for this examination. In some cases, completion of an application supplement is also required. Applicants must complete every section on the application form. If a question or section is not applicable, enter N/A. Applications must be signed where indicated. Incomplete or illegible applications will be rejected.
2. The Human Resources Department does not formally acknowledge receipt of applications. If an application is rejected as incomplete or illegible, it will be returned to the applicant so noted. If an applicant does not meet the minimum qualification requirements for this position, a disqualification notice will be sent. Applicants meeting the stated minimum qualifications for the position will be notified of the date, time and location of the examination, if applicable.
3. Requirements for claiming veterans' credits are as follows: They are applied only to passing final scores on an Open Competitive Eligible list at the following values: non-disabled veterans-5 points; disabled veterans-10 points. In order to use veterans' points, you must have an "honorable discharge" and been on active duty for at least 90 days (unless separated from service because of a service connected disability) during the time prescribed by law (8/2/90-present (end date to be determined by law); 2/28/61-7/1/75; 6/27/50-1/31/55; 12/7/41-12/31/46) OR in combat or a combat support role (for at least 90 days, unless separated from service because of a service-connected disability) during Lebanon Conflict (7/1/58-11/1/58); Lebanon peace-keeping mission (9/29/82-3/30/84); invasion of Grenada* (10/25/83-12/15/83); Operation Earnest Will (2/1/87-7/23/87); or the Panama invasion* (12/20/89-1/31/90). (*Since operation lasted for less than 90 days, service must have been for entire duration.) Form 00214 must be submitted as proof of service; no other proof of service is acceptable. It must be submitted with the application or at the time of the examination. Submission of a DD214 after administration of the examination will not be accepted.
4. Applicants must be physically and medically capable of performing the essential functions of the position with or without a reasonable accommodation for which application is made. A post job offer medical examination will be required. This will include a urinalysis for usage of illegal narcotics in accordance with the City of Stamford policy. If a candidate refuses to submit to this examination, it shall be deemed as an incomplete medical examination, and as a voluntary withdrawal from consideration for employment with the City of Stamford. A confirmed positive drug screening will result in a six (6) month disqualification from any City of Stamford position.
5. Candidates for positions requiring a motor vehicle operator's license who do not satisfy the following two requirements will be disqualified: (1) no more than five (5) points currently assessed on the driver's record; and (2) no conviction in the past five (5) years for a major motor vehicle violation, including, but not limited to: driving while intoxicated or under the influence of drugs; failure to stop and report when involved in an accident; homicide or assault arising out of the operation of a motor vehicle; driving during a period while license is under suspension or revoked; operating a vehicle without the owner's permission; eluding or attempting to elude a police officer; reckless, careless, negligent driving; racing or engaging in a speed contest; or loaning an operator's license or registration. Moving violations of a minor nature within the past twelve (12) months shall be reviewed on a case-by-case basis by the appointing department and the Human Resources Department, and may be disqualifying. Nothing contained herein would supersede higher level requirements for specifically sensitive positions, e.g., Bus Driver, Police Officer.
6. It is the responsibility of the applicant to advise the Human Resources Department of any change of address or status affecting eligibility for employment. Such notification must be in writing.
7. The provisions of the Classified Service Rules of the City of Stamford shall apply to the administration and rating of the examination, establishment of the eligible list, certification and appointment of eligibles, examination review and other procedures relating to the employment process.
8. The top three scores on the eligible list will be certified to the appointing authority for consideration. In cases where the fourth (4th) and/or fifth (5th) highest scores are within 5 points of the highest score, candidates with those scores will also be certified. Please note that each ranking may contain multiple candidates.
9. The eligible list established as a result of this announcement will expire two (2) years from the date such list is established by the Director of Human Resources. Any applicant refusing to accept an interview or offer of employment will be removed from the eligible list.
10. The City of Stamford is subject to the requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The City is obligated to provide reasonable accommodations for otherwise qualified individuals with disabilities. If you wish to request an accommodation, please attach to the application a statement outlining the nature of the disability and requesting an accommodation.
11. No appointment is deemed final until a probationary period is successfully completed.

FIREFIGHTER RECRUITMENT PACKET

Thank you for your interest in employment with the City of Stamford Fire Department.

This material supplements the general examination announcement with additional information about the recruitment process. It also allows applicants to submit required information that is not addressed in the standard application form.

IT IS STRONGLY RECOMMENDED THAT YOU REVIEW THIS ENTIRE RECRUITMENT PACKET BEFORE COMPLETING ANY PORTION THEREOF.

Be certain to read and follow all written instructions throughout the recruiting and testing process. Failure to do so may result in your disqualification as an applicant/candidate. It is also recommended that you keep all material and correspondence related to your Firefighter application/candidacy in a single folder.

Information in the announcement and recruitment packet is provided as a guide to the application process, and is not intended to be a complete source of information about the testing and selection process. Further information will be provided in the future to qualified applicants on an as needed basis.

Again, thank you for your interest in employment with the City of Stamford Fire Services and best wishes.

REMOVE STAPLE TO DETACH

DO NOT RETURN THIS PAGE WITH YOUR APPLICATION

PART I - REVIEW OF APPLICATION MATERIAL

Be certain that you have all the necessary application material, which consists of the following:

1. Firefighter examination announcement #14-33;
2. "Announcement General Conditions" (listed on the reverse side of the announcement, unless printed from the website);
3. "City of Stamford Application for Examination or Employment," which consists of four (4) numbered pages as well as a two (2) page Applicant Disclosure Form (Sections A and B) **be sure to complete all pages**;
4. All eleven (11) pages of this Recruitment Packet:
 - ✓ Part I – Review of Application Materials;
 - ✓ Part II – Review of Minimum Qualification Requirements;
 - ✓ CPAT General Information;
 - ✓ Information concerning Stamford Residency Points;
 - ✓ Residency Credit Application and Affidavit;
 - ✓ Information concerning Stamford Volunteer Firefighter Points;
 - ✓ Stamford Volunteer Service Credit Application and Affidavit;
 - ✓ Firefighter Medical Standards;
 - ✓ Examination Fee, Forms of Payment and Fee Waiver General Information;
 - ✓ Examination Fee Waiver Affidavit.

If you are missing any form or page as listed above, refer to the City website www.stamfordct.gov. If you are unable to locate the form or page, you should immediately email HrRecruiting@stamfordct.gov (**be sure type Firefighter Recruitment in subject line**) or call the Human Resources Division 203-977-4070.

DO NOT RETURN THIS PAGE WITH YOUR APPLICATION

PART II - REVIEW OF MINIMUM QUALIFICATION REQUIREMENTS

A. EDUCATION REQUIREMENT:

At time of application, you must have graduated from an accredited high school or received an equivalency diploma (G.E.D.) from a recognized authority. Do you meet this requirement? Yes _____ No _____

B. AGE REQUIREMENT AND DRIVERS LICENSE:

You must be at least 18 years of age by January 10, 2015. Please provide your date of birth below and attach a legible copy of your driver's license.

(Month/date/year) _____

C. CPAT REQUIREMENT:

You must possess a CPAT certificate/card dated no earlier than **January 10, 2014** from an accredited IAFF CPAT testing site OR be registered for test with the CT Fire Academy by January 8, 2015. Please indicate which requirement you meet by checking one of the two choices below.

1. _____ I currently possess a CPAT card dated no earlier than January 10, 2014 from an accredited IAFF CPAT testing site, **a copy of which is included with my application.**
2. _____ I do not possess a CPAT card as required, but I will be registered for the Spring 2015 test*. Once you register, you must provide a copy of the registration in order to sit for the written exam on January 10, 2015. (Please redact credit card information from the copy submitted.)

***Information about the CPAT test and registration process will follow in this recruitment packet for the benefit of those applicants who check this response.**

Last Name _____ First Name _____
(Please print)

RETURN THIS PAGE WITH YOUR APPLICATION (You **MUST** attach copy of CPAT card or CPAT Registration, whichever is applicable.)

CANDIDATE PHYSICAL ABILITY TEST (CPAT)

GENERAL INFORMATION

The CPAT is a practical exam used to test physical ability to perform job tasks related to firefighting. The CPAT was developed by the IAFF/IAFC Joint Labor Management Wellness/Fitness Task Force and is used in the Firefighter selection process of numerous fire departments throughout the state and around the country. In Connecticut, the test is administered by the State Fire Academy in Meriden, CT.

The City of Stamford has formally incorporated the CPAT as a special minimum qualification requirement for Firefighter applicants. **No applicant will be permitted to participate in the written examination scheduled for January 10, 2015 without CPAT certification issued no earlier than January 10, 2014 from an accredited IAFF CPAT testing site, as evidenced by a dated card or certificate, OR a copy of the registration submitted for the Spring 2015 CPAT Exam.**

The Connecticut Fire Academy website is www.ct.gov/cfpc contains detailed information about:

- CPAT content
- Location
- Registration
- Orientation
- Preparation
- Cost and Schedule

Any question or concern not covered therein should be addressed directly to the Academy, which has complete authority over those matters.

REGISTRATION PERIOD FOR SPRING 2015 BEGINS ON/OR AROUND JANUARY 1, 2015. VISIT: <http://www.ct.gov/cfpc> FOR UPDATED INFORMATION.

DO NOT RETURN THIS PAGE WITH YOUR APPLICATION

INFORMATION CONCERNING STAMFORD RESIDENCY POINTS

Firefighter applicants who intend to apply for five (5) residency preference points must read this information entirely before completing the Residency Credit Application and Affidavit.

In order to qualify for five (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 prior to the date of the entry level firefighter exam.

For purposes of this application, “domiciled” is defined to be “that place 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 reside/d 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 of qualified applicants at the time requested. **DO NOT SEND ANY DOCUMENTATION ALONG WITH YOUR APPLICATION – IT WILL NOT BE ACCEPTED. You are advised to obtain and retain documentation that comprises irrefutable proof of continuous residency since at least 12 months prior to receipt of your application until such time as that documentation is specifically requested by the Human Resources Division.**

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 candidates’ name plus one of the following (also in the candidates’ 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 substantiates living arrangements, such as residing with parents, etc., as determined by the Human Resources Division. **REMEMBER THAT YOU MUST PROVE RESIDENCY OVER A PERIOD OF TIME.** Therefore you will be expected to produce documentation as described above that is dated beginning September 2013 through December 2013 (depending on date of receipt of application) through the Month and Year such documentation is requested.

Insufficient, incomplete, improper or untimely documentation will result in the denial or forfeiture of residency credit. 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 Director of Human Resources in all related matters is final and not subject to appeal.

DO NOT RETURN THIS PAGE WITH YOUR APPLICATION

RESIDENCY CREDIT APPLICATION AND AFFIDAVIT

Last Name _____ First Name _____

(Please print)

000 - _____ - _____
Social Security Number (Last 6 digits only)

ACKNOWLEDGEMENT 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 12 months prior to receipt of this application ; and 3) plan to remain a resident until at least January 10, 2015.

I have read the "Information Concerning Stamford Residency Points" included in the Firefighter application supplement, 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: 1) If I am unable to substantiate my claim at that time, I will be denied, or will forfeit, the 5 point addition to my written examination score; and/or 2) If 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” at time application is submitted.** Candidates applying for Residency Credit should make a copy of and retain this affidavit and the related information.

**RETURN THIS PAGE WITH YOUR APPLICATION
ONLY IF APPLYING FOR RESIDENCY CREDIT**

**INFORMATION CONCERNING
STAMFORD VOLUNTEER FIREFIGHTER POINTS**

Firefighter applicants who intend to apply for three (3) volunteer preference points must read this information entirely before completing the Stamford Volunteer Firefighter Affidavit.

In order to qualify for three (3) points for Stamford Volunteer Credit in accordance with the proposed ordinance, all of the following conditions must be met.

- 1. Three (3) bonus points shall be added to the final earned score of candidates with active Stamford volunteer firefighter service and a Firefighter Accountability tag who pass a written entry level Firefighter examination.**
- 2. In order to be eligible for the award of the Stamford volunteer firefighter bonus points, a candidate must submit a letter, signed by his/her Chief, certifying that he/she has been in active volunteer firefighting service for the twelve (12) months prior to the date of receipt of the application for the entry level Firefighter examination. The candidate must also possess a valid, current Firefighter Accountability Tag. Further, the candidate shall be required to sign a sworn affidavit attesting to the fact that he/she meets the requirements set forth in this paragraph. Said letter, tag and affidavit must be provided to the City's Human Resources Division at the time of application.**
- 3. As administrator of the entry level Firefighter examination, the Director of Human Resources, will develop, promulgate and enforce the procedural methods and requirements for the application and awarding of Stamford volunteer firefighter bonus points, including any appropriate penalties for the submission of false information. The decision of the Director of Human Resources in all related matters shall be final.**

Insufficient, incomplete, improper or untimely documentation will result in the denial or forfeiture of volunteer credit. 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 volunteer service shall be disqualified or dismissed. The decision of the Director of Human Resources in all related matters is final and not subject to appeal.

DO NOT RETURN THIS PAGE WITH YOUR APPLICATION

STAMFORD VOLUNTEER POINTS APPLICATION AND AFFIDAVIT

Last Name _____ First Name _____

(Please print)

000 - _____ - _____
Social Security Number (Last 6 digits only)

ACKNOWLEDGEMENT AND CERTIFICATION

I hereby attest in good faith that I: 1) am currently an active volunteer with the City of Stamford Fire Services; 2) have been an active volunteer for 12 months prior to receipt of this application ; and 3) plan to remain an active volunteer until at least January 10, 2015.

I have read the "Information Concerning Stamford Volunteer Firefighter Points" included in the Firefighter application supplement, and understand that I bear the burden of proof to support my claim for volunteer points at the time of application.

I understand and agree that: 1) If I am unable to substantiate my claim at that time, I will be denied, or will forfeit, the 3 point addition to my written examination score; and/or 2) If 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” at time application is submitted.** Candidates applying for Stamford Volunteer Firefighter Points should make a copy of and retain this affidavit and the related information.

**RETURN THIS PAGE WITH YOUR APPLICATION
ONLY IF APPLYING FOR VOLUNTEER CREDIT**

FIREFIGHTER MEDICAL STANDARDS

Firefighter candidates must be physically and medically capable of performing the essential functions of the job and are required to undergo a comprehensive post job offer medical screening and examination. Said examination, or portions thereof, will be conducted by the City Physician or, at the discretion of the City Physician or Director of Human Resources, by another qualified medical examiner. Failure of a candidate to participate in or successfully complete any portion of the medical examination shall be grounds for disqualification, without right of appeal.

The City of Stamford has adopted the Medical Requirements for Fire Fighters issued by the National Fire Protection Association (NFPA). These requirements provide for disqualification of candidates who have a medical condition or disorder related to vision, hearing, heart, circulation, lungs, skeletal system or any other bodily part or system that will preclude the candidate from performing the essential functions of the job.

If the City Physician, or other qualified medical examiner who performs an examination on behalf of the City, determines that a candidate has a medical condition or history that is not specifically addressed in the NFPA standards, the examiner shall indicate the finding(s) and render a medical opinion stating whether or not the candidate is able to perform the essential functions of firefighter.

The City Physician has sole authority to review all medical examination results, to interpret and apply the medical standards, and to make the determination as to whether a candidate meets those standards. The interpretations, findings and conclusions of the City Physician are final and not subject to appeal.

It is recommended that candidates who have questions about their ability to qualify due to a medical condition should review the medical standards and consult with a medical authority. The complete [NFPA 1582 Medical Requirements for Fire Fighters, 2013 Edition](#), are available for inspection in the Human Resources Division at the above address, as well as via this link on the website.

Signature of Applicant _____ Date Signed _____

Print Name (Last, First): _____

RETURN THIS PAGE WITH YOUR APPLICATION

FIREFIGHTER EXAMINATION FEE AND WAIVER INFORMATION

There is a \$35.00 non-refundable application/examination fee, which 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 to the written examination on January 10, 2015.

FORMS OF PAYMENT

The non-refundable examination fee must be paid by Cashiers' Check or Money Order payable to the City of Stamford. Your name must be legibly printed on the check or money order. Payments in the form of cash, personal check or credit card will be denied.

APPLICATION FEE WAIVER GENERAL INFORMATION

DEFINITIONS

- 1) Poverty Guideline - see chart below.

<u>Size of Family Unit</u>	<u>Annual Income</u>
1	\$11,670
2	15,730
3	19,790
4	23,850
5	27,910
6	31,970
7	36,030
8	40,090

For families/households with more than 8 persons,
add \$4,060 for each additional person

Effective January 22, 2014

DO NOT RETURN THIS PAGE WITH YOUR APPLICATION



APPLICATION FOR EXAMINATION OR EMPLOYMENT

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

Position applying for
Use Title on Job Announcement

Exam Number

DO NOT WRITE IN THIS SPACE	
<input type="checkbox"/> Q	Rev. by: _____
<input type="checkbox"/> NQ	_____
<input type="checkbox"/> Educ	_____
<input type="checkbox"/> Exp	_____
<input type="checkbox"/> Not City EE	_____
<input type="checkbox"/> Other	_____

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 _____ Work Telephone _____
(Area Code) (Area Code)

Cellular Telephone _____ E-mail Address _____
(Area Code)

Social Security Number _____ 000 _____ Best daytime contact: Home Work Cell
(Last six digits ONLY)

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

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

Have you ever worked for the City of Stamford before? Yes No
If yes, list by dates employed and job title(s): _____

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

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, nulled 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 _____ # of hours _____ per week _____	To _____ _____ 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 _____ To _____
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 _____ To _____
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 _____ To _____
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 _____ To _____
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?

I hereby authorize the City of Stamford to verify my 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

Applicant's Signature

COMMENTS

MILITARY INFORMATION

Veteran of U.S. Armed Forces	Service Branch	Date Discharged	Type of Discharge	Final Rank
<input type="checkbox"/> Yes				
<input type="checkbox"/> 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 _____



City of Stamford

Applicant Disclosure Form

Section A

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

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

Please check box if applicable

5. RECRUITING INFORMATION

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

<input type="checkbox"/> Stamford Advocate	<input type="checkbox"/> Human Resources Division Bulletin Board
<input type="checkbox"/> Other newspaper. Please give name: _____	<input type="checkbox"/> Community Agency Please give name: _____
<input type="checkbox"/> City Website	<input type="checkbox"/> Professional journal Please give name: _____
<input type="checkbox"/> Internet Please give site: _____	<input type="checkbox"/> Other. Please specify: _____
<input type="checkbox"/> City Employee	



City of Stamford

Applicant Disclosure Form

Section B

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

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/State)	SENTENCE