

# CITY OF STAMFORD

## SEASONAL POSITION AUTOMATED COPY SYSTEMS MACHINE OPERATOR Salary: \$22.91 per hour

The City of Stamford Central Services Department is accepting applications for a *Seasonal Automated Copy Systems Machine Operator*.

**DUTIES:** Under the general supervision of the Central Services Supervisor, performs tasks involving the scheduling, production, binding, finishing, routing and distributing or reprographic work completed on high speed duplicating systems with programmable functions; responsible for the pick-up and delivery of mail; does related work as required.

**MINIMUM QUALIFICATION REQUIRMENTS:** Graduation from an accredited high school and one (1) year of experience in the operation of high speed duplicating systems with programmable functions. Must have and maintain a valid Connecticut Driver's License.

### **APPLICATIONS CAN BE OBTAINED AT:**

Human Resources Division, 9th Floor  
888 Washington Boulevard,  
Stamford, CT 06904

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

THE CITY OF STAMFORD
An Equal Opportunity Employer
APPLICATION FOR SEASONAL EMPLOYMENT

HUMAN RESOURCES DIVISION, 888 WASHINGTON BOULEVARD, STAMFORD, CT. 06904-2152

POSITION (List One Only) \_\_\_\_\_

- ADMINISTRATION E.G. BRENNAN GOLF COURSE TERRY CONNORS ICE RINK
RECREATION SERVICES COLLECTION/SOLID WASTE YOUTH SERVICE BUREAU
FACILITIES MAINTENANCE SMITH HOUSE TRAFFIC AND ROAD MAINTENANCE

NAME Last First Middle
ADDRESS Street
City State Zip Code
Have you ever worked for the city of Stamford before?
YES NO If yes, list by dates employed and job title(s).

Have you ever been convicted of any offenses other than juvenile, youthful offender, or a minor traffic violation?
YES NO If yes, give the facts and dates of your conviction(s) on the reverse side.
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 record?
YES NO If yes, list job title and date of disqualification on the reverse side.

SOCIAL SECURITY NO. 000 - - (LAST SIX DIGITS ONLY)
TELEPHONE NUMBER(S) \_\_\_\_\_

If Under Age 18 Month Day Year
Date of Birth: / /
There may be restrictions on the employment of applicants less than 18 years of age.

LAST SCHOOL GRADE COMPLETED (CIRCLE ONE):
10 11 12 13 14 15 16

DRIVER'S LICENSE? NO YES CDL

LIFEGUARD APPLICANTS: LIST CURRENT CERTIFICATES HELD: \_\_\_\_\_

DATES AVAILABLE FOR WORK:
FROM / To /
Mo. Yr. Mo. Yr.

List Any Experience You Have Had Related to the Position Applied For: \_\_\_\_\_

Special Skills and Abilities. Show Typing & Shorthand Speed. Any Machines You Can Operate.
Special Licenses, Languages, or Any Other Special Abilities: \_\_\_\_\_

CERTIFICATION: 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 may result in the rejection of this application or withdrawal of a job offer. Further, false information provided, whether willingly or accidentally, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

DATE SIGNATURE OF APPLICANT

COMPLIANCE INFORMATION: (OPTIONAL)
The following information is needed for compliance with government reporting requirements and for EEO reports. It will be detached when your application is filed and the information on it will not be considered in the employment process.
1. Your Name
2. Job Applied For
3. Gender (Please Check) Male Female
4. Describe yourself in terms of one of the following groups. (Check one)
American Indian or Alaska Native Native Hawaiian or Other Pacific Islander Asian
White Black or African American Hispanic or Latino
Other: (Please specify)

**CRIMINAL CONVICTION INFORMATION**

**SEASONAL APPLICANT DISCLOSURE FORM**

This information will be reviewed only by members of the Human Resources Division and hiring managers. Do not use this page for any other purpose relative to your seasonal application.

Provide information regarding ACTUAL convictions only. Any arrest, charge, conviction and/or record which have been erased, dismissed, nulled, pardoned, resulted in a sentence as a youthful offender, or charges which have been sealed following completion of Accelerated Rehabilitation, 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 seasonal job for which you are applying and in light of the requirements of any applicable state or federal laws.

<i>OFFENSE</i>	<i>PLACE OF ARREST (City/State)</i>	<i>DATE OF CONVICTION</i>	<i>SENTENCE</i>

Provide information regarding any previous disqualifications for any position with the City of Stamford due to a criminal conviction.

Job Title: \_\_\_\_\_

Date of Disqualification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<i>Name (Please print)</i> _____	<i>Date</i> _____
----------------------------------	-------------------