CITY OF STAMFORD

SEASONAL PRINT SHOP/MAIL ROOM CLERK

Salary Range: $15 - $20/ HOUR

The City of Stamford is accepting applications for a ***Seasonal Print Shop/ Mail Room Clerk*** for the Central Services Department.

DUTIES: Sorting/ metering of interoffice and general mail; operating high volume printing and inserting equipment; loading and unloading supplies; providing customer service to internal customers; accurately record mail services and print order transactions.

MINIMUM QUALIFICATION REQUIREMENTS: Knowledge and experience related to electronic printing; ability to accurately enter data in mail equipment; proficient in MS office; organization skills; ability to work efficiently in a production role.

APPLICATIONS CAN BE OBTAINED AT:

Human Resources Division
9th Floor Stamford Government Center
888 Washington Boulevard, Stamford, CT 06904
or at www.stamfordct.gov.

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

SPRING/SUMMER 2014 DATE & TIME STAMP

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 ☐ WPCA
☐ RECREATION SERVICES ☐ COLLECTION/SOLID WASTE ☐ YOUTH SERVICE BUREAU
☐ FACILITIES MAINTENANCE ☐ SMITH HOUSE ☐ BOARD OF EDUCATION ☐ HEALTH DEPT

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*)

FILING AN APPLICATION DOES NOT GUARANTEE A JOB INTERVIEW

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, nolled, 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.

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

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

Job Title:_____

Date of Disqualification:_____

_____

_____

*Name (Please print)*_____ *Date*_____