

CITY OF STAMFORD
Department of Health and Social Services

SEASONAL OFFICE WORKER

Salary: \$12.00 per hour

The City of Stamford Department of Health and Social Services is accepting applications for *Seasonal Office Worker*.

DUTIES: Seasonal Office Worker for the Rent Rebate Program; perform office work including but not limited to data entry, copying, scheduling, greeting clients. Experience with Microsoft Access and Bilingual is a plus.

MINIMUM QUALIFICATION REQUIRMENTS: High school graduate and ability to understand written and oral instructions.

SPECIAL REQUIREMENTS: Must be available to attend mandatory Renter's Program Training: March 27, 2013, New Haven, CT 10:00 am to Noon.

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, nolle, 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> _____
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