
SPECIALIZED TRAINING OR SKILLS

List any special qualifications or certifications/licenses which you feel may especially qualify you for the position for which you are applying (include seminars, areas of research, special awards and professional memberships):

Please list all computer software and other office equipment that you use:

Use the space below to provide additional information necessary to describe your full qualifications:

MILITARY SERVICE RECORD

Were you in the U.S. Armed Forces? YES _____ NO _____ If YES, what branch? _____

Dates of Duty: From _____ to _____ Rank at Discharge: _____
(Month/Day/Year) (Month/Day/Year)

List duties in the service, including special training:

REFERENCES

List below 3 individuals (not relatives) who know your character, ability and experience:

NAME	ADDRESS	PHONE #	RELATIONSHIP	YEARS ACQUAINTED

EMPLOYMENT HISTORY

In the space below, give your employment history beginning with your most recent employer and work back listing all previous employers. Include any applicable voluntary positions. Use additional sheets of plain paper if you need more space.

Name of Employer: _____ Phone: _____

Address: _____

Name & Title of Supervisor: _____

Your Job Title: _____ Employed: Full Time _____ Part Time _____

Employed From: _____ / _____ To _____ / _____ Salary: \$ _____ / _____
Month Year Month Year Starting Final

Duties & Responsibilities: _____

Reason for Leaving: _____

Name of Employer: _____ Phone: _____

Address: _____

Name & Title of Supervisor: _____

Your Job Title: _____ Employed: Full Time _____ Part Time _____

Employed From: _____ / _____ To _____ / _____ Salary: \$ _____ / _____
Month Year Month Year Starting Final

Duties & Responsibilities: _____

Reason for Leaving: _____

Name of Employer: _____ Phone: _____

Address: _____

Name & Title of Supervisor: _____

Your Job Title: _____ Employed: Full Time _____ Part Time _____

Employed From: _____ / _____ To _____ / _____ Salary: \$ _____ / _____
Month Year Month Year Starting Final

Duties & Responsibilities: _____

Reason for Leaving: _____

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Your Job Title: _____ Employed: Full Time _____ Part Time _____

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Month Year Month Year Starting Final

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Reason for Leaving: _____

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Address: _____

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Your Job Title: _____ Employed: Full Time _____ Part Time _____

Employed From: _____ / _____ To _____ / _____ Salary: \$ _____ / _____
Month Year Month Year Starting Final

Duties & Responsibilities: _____

Reason for Leaving: _____

Name of Employer: _____ Phone: _____

Address: _____

Name & Title of Supervisor: _____

Your Job Title: _____ Employed: Full Time _____ Part Time _____

Employed From: _____ / _____ To _____ / _____ Salary: \$ _____ / _____
Month Year Month Year Starting Final

Duties & Responsibilities: _____

Reason for Leaving: _____

Have you ever been fired or asked to resign from a job? YES _____ NO _____. If YES, please explain:

May we contact your present employer? YES _____ NO _____

CERTIFICATION: By signing below I certify that the information I have provided on this application is correct, complete and truthful. I realize that falsification of any of this information may be grounds for rejection of this application, or termination of employment, depending upon when the falsification is discovered.

I also give consent for you to check with previous employers and the personal references and release the City, previous employers and personal references from any liability arising from disclosure of information concerning my past employment or personal history.

Drug Testing: I understand that the City of Torrington requires all job applicants who are given a conditional job offer to successfully pass a urinalysis drug test.

Criminal Records Check: I understand that the City of Torrington requires all job applicants who are given a conditional job offer to successfully pass a criminal records check.

I further understand the acceptance of this form does not constitute an employment agreement and that only the Personnel Director of the City of Torrington is authorized to extend an offer of employment that shall be rendered in writing.

SIGNATURE: _____

DATE: _____

TORRINGTON POLICE DEPARTMENT
MINIMUM QUALIFICATIONS FOR POLICE APPLICANTS

THE FOLLOWING MINIMUM REQUIREMENTS MUST BE MET BY ALL APPLICANTS

- 1) All applicants must be at least 21 years of age at time of application to be eligible to apply for consideration for a position in the Torrington Police Department.
- 2) A high school education or equivalent shall be required.
- 3) Applicants who have progressed through the application process will be the subject of a background investigation to determine their moral character. No applicant shall be allowed to be appointed wherein the applicant has a police record on offenses of moral turpitude, felony conviction, serious motor vehicle violations, Misdemeanors Class A and B, and crimes of family violence.
- 4) Applicants receiving a conditional offer of employment must pass rigid physical examinations which will include a general physical, cardiac stress test and physical, chemical drug test as well as a psychological and polygraph examination. Any offer of employment is conditional based upon passing these physical examinations.
- 5) Any applicant offered and accepting a conditional offer of employment shall serve a one-year probationary period.
- 6) All persons, as a condition of employment, must have a valid Connecticut driver's license and satisfactory driving record.
- 7) All applicants must be citizens of the United States of America.
- 8) No one will be considered who has been discharged from the Armed Forces of the United States for reasons less than honorable.

A portion of these requirements may be waived for applicants who have current certification.

PLEASE SIGN BELOW:

I do hereby verify that I have read the above and that I am familiar with all the requirements.

Signature: _____

AN APPLICATION FEE IN THE AMOUNT OF \$30 MUST BE SUBMITTED WITH THIS APPLICATION
Please remit by check or money order (no cash please) made payable to "City of Torrington".

**CITY OF TORRINGTON
POLICE DEPARTMENT
APPLICATION PROCESS**

Below is information on the application process for anyone interested in becoming a Police Officer with the City of Torrington. The initial application fee is paid at the time you submit your application.

Initial Application Fee

\$30.00 Paid by check or money order (no cash please).
Submit with application & copy of POST cert.
Includes cost of testing applicants who are
accepted for the Written Examination.
Make check payable to: "City of Torrington"

Written Examination

Applicants who meet the minimum qualifications will be invited to
the written examination.

Chief's Exam

Top applicants will be asked to interview at this next step.

**CITY OF TORRINGTON, CONNECTICUT
VOLUNTARY AFFIRMATIVE ACTION QUESTIONNAIRE**

As an Affirmative Action Employer the City of Torrington has a responsibility to comply with Federal and State-mandated regulations. We ask your cooperation in completing the following questionnaire to help us meet government record keeping and reporting requirements. Data will be kept in an affirmative action file separate from your application for employment. **YOUR COOPERATION IN COMPLETING THIS PORTION OF THE EMPLOYMENT APPLICATION IS VOLUNTARY.** Your decision not to include data will not affect any employment decisions.

Position Applied For: _____

Sex: Male _____ Female _____

Race/Ethnic Group:

White _____ Black _____ Hispanic _____
American Indian/Alaskan Native _____ Asian/Pacific Islander _____
Other _____ (Please specify) _____

How did you hear about this job opening?

Register Citizen _____	Current employee _____ (Name: _____)
Hartford Courant _____	Professional publication _____ (Please specify: _____)
Waterbury Republican _____	Professional organization _____ (Please specify: _____)
CT Employment Service _____	City Hall Posting _____
Internet _____ (Please specify: _____)	Walk In _____

NAME: _____

DATE: _____