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TOWN CLERK'S OFFICE  
EAST HAVEN, CONN.

*Stacy Gravino, CTC*

TOWN CLERK  
CIVIL SERVICE COMMISSION

# EAST HAVEN

## Revised Notice of Application

The Civil Service Commission announces it is accepting applications for the position of Laborer in the Public Works Department.

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**SALARY: \$39,007/year**  
**\$39,885/year 7/1/2016**

This is a rolling application process that will be open indefinitely. Your application will be on file and you may be called if a position becomes available.

Duties: See attached job description.

Minimum Qualifications

Knowledge, Skill and Ability:

Ability to carry out oral instructions; physical strength and endurance preferred

Experience and Training: High School education or equivalent; some experience in heavy manual labor; any equivalent combination of education and experience. Possession of a valid driver's license from the state of Connecticut required, Class I or Class II CDL preferred.

Applications are available online at <http://www.townofeasthavenct.org/civil-service-commission/pages/job-notices-and-tests>, from the Civil Service Commission and the Office of the Mayor, 250 Main Street, East Haven CT 06512.

Applications must be returned to The Civil Service Commission, 250 Main Street, East Haven CT 06512.

*Andrea M. Liquori*

Andrea M. Liquori  
Chief Examiner

The Town of East Haven is an Equal Opportunity Employer. Minorities, Veterans, Females and the Handicapped are encouraged to apply.

**TOWN OF EAST HAVEN**  
**JOB DESCRIPTION**  
**DEPARTMENT OF PUBLIC WORKS**

**LABORER**

**GRADE 6**

**GENERAL STATEMENT OF DUTIES:** A wide variety of routine manual work of ordinary difficulty and responsibility in performing both heavy and light physical labor and assisting in semi-skilled tasks.

**SUPERVISION RECEIVED:** Performs work under the general direction and supervision of the Director of Public Works or other designated supervisor or foreman.

**SUPERVISION EXERCISED:** None.

**EXAMPLES OF DUTIES:** Loads and unloads materials, supplies, furniture, equipment, earth and rubbish, cleans sidewalks, streets, gutters and catch basins; patches roads with asphalt, rakes or shovels asphalt when asphalt machine is in use; shovels snow and spreads sand; cuts grass, weeds and brush with hand or power motor; trims hedges; picks up and disposes of leaves, papers, branches, trash and other debris; may maintain and clean pumping station, may assist sewer operator as assigned; lines athletic fields; assists various trades such as carpenters, masons and maintenance as unskilled helper; pumps gas, cleans tools at completion of job or end of the day; helps to wash trucks and equipment; installs sanders, plow and leaf boxes; operates light and non-complex equipment in work that is readily learned on the job such as jack hammer, snow-blower, leaf sucker, chipper, tamper and the like. May operate mini-bus; does related work as required.

**MINIMUM QUALIFICATIONS**

**KNOWLEDGE, SKILL AND ABILITY:** Ability to carry out oral instructions; physical strength and endurance preferred.

**EXPERIENCE AND TRAINING:** High School education or equivalent; some experience in heavy manual labor; any equivalent combination of education and experience. Possession of a valid and appropriate driver's license from the State of Connecticut.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

**The Town of East Haven**

**Application for Employment**

**Position: Laborer**

**Instructions:** Read each question carefully. Answer every question. If the question does not apply to you, write "does not apply". If the space provided for answering any question is not sufficient, use a separate sheet of paper and attach it to the application.

While it is not mandatory, the Town requests that you complete the Compliance Information Sheet, as the Town is required to keep this information as an Equal Opportunity Employer.

Please attach a copy of your High School Diploma, Equivalency, or College Degree, Government DD214 (if applicable), as well as a copy of your State of Connecticut Driver's License and Social Security Card(or Birth Certificate). **Do not attach original documents.**

**\*Town employees will not make copies for you.\***

**Return This Application To:**

**The Civil Service Office  
East Haven Town Hall  
250 Main Street  
East Haven CT 06512**

**MINORITIES, FEMALES, HANDICAPPED, AND VETERANS ARE  
ENCOURAGED TO APPLY. EAST HAVEN IS AN EQUAL OPPORTUNITY  
EMPLOYER.**

**Application for Employment with the Town of East Haven**

Carefully read the following statement and sign where indicated.

I declare my answers to the questions on this application are true and hereby authorize the Town to inquire of and authorize any and all previous employers, public and government officials or agencies, law enforcement agencies or any other persons to release information regarding my experience, reputation, character, ability or qualifications for employment.

It is my understanding that the Town may make a thorough investigation of my entire work and personnel history and may verify all data given in my application and resume, related papers or oral interviews for employment and release from all liability all persons, companies or corporations supplying such information.

I understand and agree that any material or verbal misrepresentation or deliberate omission of a fact in my application will be sufficient cause for denial of employment or discharge.

I understand that an offer of employment may be conditioned upon the successful results of a health screen/physical examination as a condition of employment. Included in this process will be a drug test for illegal drugs. I understand that positive test results will be mailed to me at the address indicated on the front of this application. Positive test results may be cause not to hire. I authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the duties of a job I am being considered for prior to employment or in the future during my employment with the Town.

I further understand that this is an application for employment and any other Town documents are not contracts of employment, and that if hired I may voluntarily leave employment with or without proper notice, with or without proper cause, and may be terminated at any time for any reason consistent with any existing labor agreement and/or Town policy in effect at the time and applicable to my position. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon. No one has the authority to make statements to the contrary.

A photocopy of this release will be as valid as an original thereof, even though said photocopy does not contain an original writing of my signature.

**Signature of Applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran's status, or the presence of a non-job-related medical condition or disabilities. We will make "reasonable accommodations" for disabilities when they will not impose "undue hardship".

\*\*\*\*\*

PLEASE PRINT

Date: \_\_\_\_\_

Position Applied for \_\_\_\_\_

\*\*\*\*\*

Name

Last First Middle Maiden Name

Address

Number Street City State Zip Code

Telephone( ) \_\_\_\_\_ Social Security # \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

\*\*\*\*\*

If employed and you are under the age of 18, can you furnish a work permit? \_\_\_\_\_

Have you filed an application with the Town before? Yes No

If yes, please state date \_\_\_\_\_

Have you ever been employed by the Town before? Yes No

If yes, please state date \_\_\_\_\_

Are you employed now? Yes No

May we contact your present Employer? Yes No

On what date would you be available to work? \_\_\_\_\_

Are you available to work Full Time Part-time Temporary

Are you on a lay-off and subject to recall? Yes No

Have you been convicted of violating the Law? Yes No

(Excluding minor traffic violations)

If yes, please explain \_\_\_\_\_

Veteran of the Military Service Yes No

If yes, Branch \_\_\_\_\_

Honorable Discharge Yes No

DD214 Attached Yes No

**EDUCATION**

\*\*\*\*\*

	Elementary	High	College/Univ.	Graduate/ Professional
School Name	_____			
Years Completed (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4

Diploma/Degree \_\_\_\_\_  
Describe Course of Study: \_\_\_\_\_

Describe specialized Training, Apprenticeship, skills and extra-curricular activities:  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*  
Honors Received: \_\_\_\_\_

\*\*\*\*\*  
State any other additional information you feel may be helpful to us in considering your application: \_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*  
Professional or Technical license held or Certifications:  
License # \_\_\_\_\_ State License in: \_\_\_\_\_  
Date License Expires: \_\_\_\_\_

**Please make as many copies of this page as you need to complete your job history or attach a resume to the application.**

**EMPLOYMENT EXPERIENCE**

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Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

\*\*\*\*\*

Employer: \_\_\_\_\_ Dates Employed \_\_\_\_\_ Work Performed  
Address: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job Title: \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_  
Starting: \_\_\_\_\_  
Final: \_\_\_\_\_

\*\*\*\*\*

Supervisor: \_\_\_\_\_ Phone#: (\_\_\_\_) \_\_\_\_\_  
Reason for  
Leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

If you need additional space, please continue on a separate sheet of paper.

\*\*\*\*\*

**Special Skills and Qualifications:**

Summarize special skills and qualifications acquired from employment or other experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SPECIAL EMPLOYMENT NOTICE TO DISABLED VETERANS, VIETNAM ERA VETERANS AND INDIVIDUALS WITH PHYSICAL OR MENTAL HANDICAPS.

Government contractors are subject to section 402 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans of the Vietnam Era, Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran, or have a physical or mental handicap, you are invited to volunteer this information. The purpose is to provide information regarding proper placement and appropriate accommodation to enable you to perform the job in a proper and safe manner. This information will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect any consideration you may receive for employment.

If you wish to be identified, please sign below.

\_\_\_\_\_ Handicapped Individual \_\_\_\_\_ Disabled Veteran  
\_\_\_\_\_ Vietnam Era Veteran

Signed \_\_\_\_\_

TOWN OF EAST HAVEN  
PERSONNEL DEPARTMENT  
250 MAIN STREET  
EAST HAVEN, CT 06512

WAIVER FORM

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Connecticut Drivers License #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

I hereby authorize the release of any arrest, conviction, fingerprint, employment, personnel, medical and psychiatric records to assist in determining my suitability for employment with the Town of East Haven. I agree that any such records requested may be released to the East Haven Personnel Department or the East Haven Police Department for the purposes of my employment application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**COMPLIANCE INFORMATION SHEET**

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Applicants are considered for all positions and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital status, medical condition or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary. This data will be kept in a confidential file separate from the application for employment.

**Position applied for:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Referral Source:** New Haven Register Advertisement \_\_\_\_\_

UMOJA News \_\_\_\_\_

Inner City Newspaper Advertisement \_\_\_\_\_

WYBC Radio \_\_\_\_\_

Television Advertisement \_\_\_\_\_

NAACP \_\_\_\_\_

Job Bank \_\_\_\_\_

Church/Civic Group \_\_\_\_\_

Walk-in \_\_\_\_\_

Friend \_\_\_\_\_

Employment Agency \_\_\_\_\_

Relative \_\_\_\_\_

Town Website \_\_\_\_\_

Internet \_\_\_\_\_

Other \_\_\_\_\_

\*\*\*\*\*

**Name:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Check one:** \_\_\_\_\_ **Male** \_\_\_\_\_ **Female**

**Check one of the following Race/Ethnic Group:** \_\_\_\_\_ **White** \_\_\_\_\_ **Hispanic**  
\_\_\_\_\_ **Black** \_\_\_\_\_ **Native American/Alaskan Native** \_\_\_\_\_ **Asian/Pacific Islander**

**Check if any one of the following are applicable:**

\_\_\_\_\_ **Vietnam Era Veteran** \_\_\_\_\_ **Disabled Veteran** \_\_\_\_\_ **Handicapped**

REFERENCES

PLEASE LIST THREE REFERENCES

1. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_  
YEARS KNOWN \_\_\_\_\_

2. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_  
YEARS KNOWN \_\_\_\_\_

3. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_  
YEARS KNOWN \_\_\_\_\_