



## APPLICATION FOR EMPLOYMENT

Connecticut Port Authority (CPA) is an equal opportunity employer. No question on this application is intended to obtain information to be used for discrimination.

CPA has a vital interest in providing its employees with a safe, healthful and efficient work environment. It is the Authority's policy to maintain a work place free from drug and/or alcohol misuse and abuse.

Employment will be subject to a satisfactory background check to be granted appropriate security clearance, a post-offer medical examination (if required for the position that is offered) and a drug screening in accordance with state and federal law. Your signature on this form is your consent to the drug test.

### PERSONAL

<b>Last Name</b>		<b>First</b>		<b>Middle</b>	
<b>Present Street Address</b>				<b>Cell Phone</b>	
<b>City, State, Zip</b>				<b>Home Phone</b>	
<b>Position Applied for</b>				<b>Business Phone</b>	
<b>Source of Referral:</b>				<b>Date Available for Employment</b>	
<b>Are you authorized to work in the U.S.?</b>		<b>Have you ever been employed by the CPA, its predecessors (CTDOT) or affiliates?</b>			
<b>Do you have any friends or relatives who work for the CPA? (Provide names and relation)</b>			<b>Have you any contract, non-compete, secrecy or patent obligations that would in any way restrict your efforts for our company?</b>		

### EDUCATION

List all Schools Attended	Name and Address of school	Scholastic Average	Did you Graduate?		Degree	Major Course of Study
			Yes	No		
High/Prep School						
College						
Graduate						
Additional Education Trade School				<b>Licenses or Certificates (e.g. professional, legal, financial, engineering)</b>		
<p><b>Have there ever been any actions against your licenses(s) or certification(s)? If yes provide a detailed explanation about the nature of the action and current status.</b></p> <p><b>Do you possess a driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/></b>  <b>Issued by</b>  <b>Type</b>  <b>Number</b></p>						
<b>What languages do you:</b>		<b>Speak</b>	<b>Read</b>		<b>Write</b>	
<b>Your name(s) when in school, if different than your present name:</b>						

## U.S. MILITARY RECORD

<b>BRANCH OF SERVICE</b>	<b>RANK HELD:</b>	
	<b>ENTRY:</b>	<b>RELEASE:</b>
<b>IDENTIFY MILITARY TRAINING AND DUTIES THAT YOU BELIEVE ARE RELEVANT TO YOUR EMPLOYMENT:</b>		

### EMPLOYMENT HISTORY USE SEPARATE SHEET IF NEEDED

<b>PRESENT &amp; FORMER EMPLOYERS</b> List Most Recent First	<b>MAY WE CONTACT YOUR PRESENT EMPLOYER?</b>	<b>YES</b>
	<b>NO</b>	
<b>Company Name</b>	<b>Job Title &amp; Duties</b>	
<b>Address</b>	<b>Dates of Employment</b>	<b>From      To</b>
<b>City, State, Zip</b>	<b>Reason for Leaving</b>	
<b>Supervisor (and phone number, if known)</b>	<b>Your Name When Employed (If Different From Present Name)</b>	
<b>Company Name</b>	<b>Job Title &amp; Duties</b>	
<b>Address</b>	<b>Dates of Employment</b>	<b>From      To</b>
<b>City, State, Zip</b>	<b>Reason for Leaving</b>	
<b>Supervisor (and phone number, if known)</b>	<b>Your Name When Employed (If Different From Present Name)</b>	
<b>Company Name</b>	<b>Job Title &amp; Duties</b>	
<b>Address</b>	<b>Dates of Employment</b>	<b>From      To</b>
<b>City, State, Zip</b>	<b>Reason for Leaving</b>	
<b>Supervisor (and phone number, if known)</b>	<b>Your Name When Employed (If Different From Present Name)</b>	
<b>Company Name</b>	<b>Job Title &amp; Duties</b>	
<b>Address</b>	<b>Dates of Employment</b>	<b>From      To</b>
<b>City, State, Zip</b>	<b>Reason for Leaving</b>	
<b>Supervisor (and phone number, if known)</b>	<b>Your Name When Employed (If Different From Present Name)</b>	

**Please account for any time you were not employed after leaving school in the past ten years (you need not list any unemployment periods of one month or less).**

<u>Time Period(s)</u>	<u>Reason for Unemployment</u>

Do you have other employment that you intend to continue if employed by the CPA?  Yes  No  
 If yes, please attach a list company name(s), position(s), and hours worked.

Is there any reason why any of your past employers would give you a negative reference?  Yes  No  
 If yes, please attach a list of which one(s) and the reason(s).

**REFERENCES (other than relatives)**

Name	Phone	Occupation	Yrs. Known

**PLEASE READ THIS CAREFULLY BEFORE SIGNING THIS APPLICATION.**

- I understand that nothing in this employment application, in the CPA operating procedures or employee manual, or in my communications with any CPA official is intended to create an employment contract between the CPA and me.
- I understand that the CPA has the right to modify its policies without my agreement and without giving me any notice of the changes. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the CPA unless it is made in writing and signed by a company officer.
- I understand that employment will be subject to my submitting documentary proof of my identity and legal eligibility to work.
- I understand that if I am employed, such employment is, unless superseded by collective bargaining agreement, is at- will and for an indefinite period of time, and that the CPA or I may terminate my employment at any time for any reason, with or without cause.
- The CPA also has the right to change wages, benefits and other terms of and conditions of my employment at any time, unless my position is subject to a collective bargaining agreement.
- I hereby authorize the CPA to verify any of the statements made in my application for employment; to solicit documents or information related to the information on my application, including matters of education, employment or opinion related to character, ability and past conduct; and I hereby authorize the release of such information in written and/or verbal form to the CPA. I hereby release all organizations, institutions, companies and individuals from all liability for any damage for releasing this information. A copy or facsimile transmittal of this authorization shall be acceptable as my valid authorization for the above.
- I authorize investigation of all statements contained in this application and I understand that misrepresentation or omissions of facts are cause for withdrawal of employment offers and/or termination of employment. I hereby affirm that to the best of my knowledge all answers to the foregoing are true and correct.
- Pursuant with the Immigration Reform and Control Act of 1986, newly hired employees must furnish proof of eligibility for employment in the United States.
- Applicants are responsible for the costs associated with providing documentation from a recognized USA accredited service which specializes in determining foreign education equivalencies for degrees from institutions of higher learning located outside of the United States.

SIGNATURE OF APPLICANT

DATE

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**GOVERNMENT REPORTING INFORMATION**

Federal and State Laws prohibit discrimination because of Race and Sex. The following information is requested so that the Company may comply with reporting regulations under these laws. To assist us in complying with these reporting requirements, you may voluntarily answer the following by checking one box for race and one for sex.

Check one:

\_\_\_\_\_ Female

\_\_\_\_\_ Male

Check one:

\_\_\_\_\_ White (Not Hispanic Origin)

\_\_\_\_\_ Black (Not Hispanic Origin)

\_\_\_\_\_ Hispanic

\_\_\_\_\_ Asian or Pacific Islander

\_\_\_\_\_ American Indian or Alaskan Native

# APPLICATION FOR EMPLOYMENT

## Attachment 1

Before answering the question about criminal records, please read this section carefully.

1. You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Section 46b-146, 54-76o or 54-142a of the Connecticut General Statutes.
2. Criminal records subject to erasure pursuant to Section 46b-146, 54-76o or 54-142a are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon, and
3. Any person whose criminal records have been erased pursuant to Section 46b-146, 54-76o or 54-142a shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

Question: Have you ever been convicted or pled guilty of a crime, excluding misdemeanors and summary offenses? (A past conviction is not an automatic bar to employment with the CPA.)

Yes  No

If yes, explain: \_\_\_\_\_

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Signature: \_\_\_\_\_

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

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