



**STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION
SEASONAL EMPLOYMENT APPLICATION**

**“Building
Your
Future”**

INSTRUCTIONS TO APPLICANT: Type or print (in ink) all information requested on the application. It is critical that you complete all sections of the form and that all of the information you provide is true and accurate. Print your name and the job posting # on the top of each page. Retain a copy of the complete application for your records. Please note, seasonal positions are considered non-permanent positions. Job postings for seasonal positions can be found on the Department of Transportation’s (DOT) website at www.ct.gov/dot/seasonaljobs.

Applications for DOT seasonal/summer positions may be brought to or mailed to the Department of Transportation, Attn: Elissa L. Velez – Recruitment Office, 2800 Berlin Turnpike, Newington, CT 06111. Applications may also be emailed to DOT.SummerRecruitment@ct.gov.

**Position Applying For (A Separate Application Package Must Be Submitted For Each Position For Which You Are Applying):
SEE LAST PAGE (Pg 5) FOR EMPLOYMENT LOCATIONS**

- General/Clerical Engineering Information Technology Maintenance

Job Posting # _____

LAST NAME _____ FIRST NAME _____ MI _____

MAILING ADDRESS (P.O. Box # or house number and street) _____ APARTMENT # (if any) _____

CITY _____ STATE _____ ZIP CODE _____

HOME PHONE _____ CELLULAR PHONE _____ EMAIL ADDRESS _____

Highest grade completed: **High School** 7 8 9 10 11 12 **College** 13 14 15 16 **MS/PhD** 17 18 19 20

High School	Major/Minor Course of Study	Credit Hours Completed	Dates Attended From: To:	Did you graduate?	Date:

College/University	Major/Minor Course of Study	Credit Hours Completed	Dates Attended From: To:	Did you graduate?	Date:

Other School/Training	Major/Minor Course of Study	Credit Hours Completed	Dates Attended From: To:	Did you graduate?	Date:

Certifications or licenses required for this position:

Type	Issued by	Date issued	Expiration Date	No.

Job Posting #
Last Name
First Name
MI

Do you speak, read, or write any other language other than English? No Yes Language: _____

Do you have a valid driver's license? Yes No

Type of License: _____

If you are less than 18 years of age, enter your age: _____

Are you a military Veteran? Yes No

If yes, please attach proof (DD214) to this application.

DD214 – Member-4 copy for self showing: honorable discharge or release under honorable conditions from active services in the armed forces, dates of entry into and separation of services, and campaign badge or expeditionary medal earned (if applicable).

Have you ever been employed by the State of Connecticut? Yes No

If yes, where: _____ Dates of Employment: From: _____ To: _____

where: _____ Dates of Employment: From: _____ To: _____

Are you a State of CT Retiree? Yes No

If yes, have you been employed in any other capacity since your date of retirement? Yes No

Dates of Employment: From: _____ To: _____

Date Available to Start Work: _____ Anticipated End Date: _____ Hours Per Week Available: _____

For summer seasonal positions, are you available to work through Labor Day? Yes No Last Available Workday: _____

I am willing to travel up to _____ miles.

Computer Software Experience: WORD EXCEL ACCESS POWERPOINT WEB DESIGN GIS
 ARCGIS ADOBE CADD MICROSOFT WINDOWS 7
 OTHER: _____

Work Experience

Beginning with the present or most recent and working backward, please list all positions held which are necessary for determining your eligibility for employment. Clearly describe the work (duties) you personally performed. **(Attach additional sheets if necessary, using the same format.)**

Official Job Title:		Company Name:		Type of Business:	
Title of Immediate Supervisor:			Business Address/Phone Number:		
Employed From:		To:		Salary/Wage:	
(mo) _____ (yr)		(mo) _____ (yr)		\$ _____ per	
Number & Titles of Employees Supervised by You:			Reason for Leaving:		
Duties:					

Job Posting # _____

Last Name _____

First Name _____

MI _____

Official Job Title:		Company Name:		Type of Business:	
Title of Immediate Supervisor:			Business Address/Phone Number:		
Employed From: (mo) _____ (yr) _____		To: (mo) _____ (yr) _____		Salary/Wage: \$ _____ per	
Number & Titles of Employees Supervised by You:			Reason for Leaving:		
Duties:					

Present/Previous Volunteer Experience:

Beginning with your PRESENT or MOST RECENT volunteer experience, please clearly describe the work (duties/responsibilities) you personally performed. **(Attach additional sheets if necessary, using the same format.)**

Previous/Present Volunteer Service (Title):	
Name of Organization:	
Contact Person:	Telephone Number:
Duties:	

Previous/Present Volunteer Service (Title):	
Name of Organization:	
Contact Person:	Telephone Number:
Duties:	

May we contact your present employer? Yes No If answer is "no", please explain:

Job Posting #

Last Name

First Name

MI

Voluntary

In order to meet State and Federal reporting requirements, we are requesting that you voluntarily supply the following information. This data will not be considered in the evaluation of your application.

A. SEX: Female Male

B. RACE/ETHNIC DATA:

- AMERICAN INDIAN OR ALASKAN NATIVE:** Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community.
- ASIAN/PACIFIC ISLANDER:** Persons having origins in any of the original peoples of the Far East, Southeast Asia the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- BLACK/AFRICAN-AMERICAN (NOT OF HISPANIC ORIGIN):** Persons having origins in any of the black racial groups of Africa.
- HISPANIC:** Persons of Mexican, Puerto Rican, Central or South American or other Spanish culture or origin, regardless of race.
- WHITE (NOT OF HISPANIC ORIGIN):** Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

I certify that the statements made by me on this application form and attachments, if any, are true and complete to the best of my knowledge and are made in good faith. I understand that if I knowingly make any misstatement of fact, I am subject to disqualification and dismissal and to such other penalties as may be prescribed by law or personnel regulations. All statements made on this application, including employment information, are subject to verification as a condition of employment.

I authorize the employers, volunteer organizations, and educational institutions identified on this application to release any information they may have concerning my employment, volunteer work, or education to the Connecticut Department of Transportation.

Applicant Signature: _____ Date: _____
(Signature is required)

Note: A typed name will substitute for a handwritten signature.

The Department of Transportation is an affirmative action/equal opportunity employer, providing programs and services in a fair and impartial manner. In conformance with the Americans with Disabilities Act, the DOT makes every effort to provide equally effective services for persons with disabilities. Individuals with disabilities needing auxiliary aids or services and/or accommodations to participate in a listed event, please call (860) 594 – 3100.

Office Use Only

Job Location: _____ Position: _____ Date Interviewed: _____

Hired: ___ Yes ___ No – If no, please check all that apply.

- ___ A – Education
- ___ B – Experience
- ___ C – Special requirements not met
- ___ D – Failure to respond/keep appointment
- ___ E – Communication skills
- ___ F – References
- ___ G – Salary demands
- ___ H – Other _____

Comments: _____

Name of Interviewer: _____ Title: _____

Name of Interviewer: _____ Title: _____

Name of Interviewer: _____ Title: _____

SEASONAL APPLICATION WORK LOCATIONS

INSTRUCTIONS:

Please check the box(es) for ONLY the area(s) in which you will accept employment. Please remember, a separate application package must be submitted for each position for which you are applying.

GENERAL (CLERICAL) POSITIONS

- Newington
- New Haven
- Norwich
- Rocky Hill
- Thomaston

ENGINEERING POSITIONS

- Newington
- New Haven
- Norwich
- Rocky Hill
- Thomaston

INFORMATION TECHNOLOGY POSITIONS

- Newington

MAINTENANCE POSITIONS

- Chester-Hadlyme Ferry
- Rocky Hill-Glastonbury Ferry