



**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The City of Stamford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities

**DEPARTMENT OF OPERATIONS**

**CLERK OF THE WORKS II**

**Salary: \$80,316 - \$120,474**

The potential candidate will work closely with the Director of School Construction to assist in document management, presentation development to associated public boards, and work closely with Engineering as it relates to consultant coordination and quality assurance of the documents from design through construction on various school capital projects. Work will consist of, but may not be entirely limited to civil, architectural, mechanical, electrical, plumbing and/or structural engineering projects. Requires strong organizational, documentation and scheduling skills. Two to five years of experience in a construction related field or discipline. Must be proficient with MS Office. Knowledge of construction management software (i.e. Procore), Bluebeam, and/or Adobe Design Suite a plus.

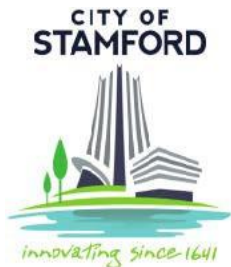
This is a contract position. Not eligible for benefits.

Please be advised that the successful candidate will be required to submit to a physical examination, a drug screening, and a comprehensive background check prior to appointment.

For application packet and further information, visit the City's website at [www.stamfordct.gov](http://www.stamfordct.gov). Address cover letters, resumes and a City of Stamford Application for Employment or Examination to:

Rosemarie Frager  
Human Resources Division  
City of Stamford  
888 Washington Blvd. – P.O. Box 10152  
Stamford, CT 06904-2152  
Phone: (203) 977-4068 FAX: (203) 977-4075  
E-mail: [rfrager@stamfordct.gov](mailto:rfrager@stamfordct.gov)

*The City of Stamford is an Affirmative Action/Equal Opportunity Employer*



Human Resources Division  
888 Washington Boulevard  
P.O. Box 10152  
Stamford, CT 06904-2152  
Tel. (203) 977-4070

# APPLICATION FOR EXAMINATION OR EMPLOYMENT

\_\_\_\_\_  
Position applying for  
Use Title on Job Announcement

\_\_\_\_\_  
Exam Number

DO NOT WRITE IN THIS SPACE

☐ Q  
☐ NQ  
☐ Educ  
☐ Exp  
☐ Not City EE  
☐ Other \_\_\_\_\_

\_\_\_\_\_  
Reviewer

PLEASE TYPE OR PRINT CLEARLY

All blanks must be completed in order for application to be considered

Please note that the information you provide on this application/examination will be used to determine if you are qualified for further consideration in the position in which you are applying. Failure to provide adequate or detailed information necessary to determine your qualifications may result in you being disqualified for a position. There may also be a supplement to this application for the position for which you are applying. Please make sure you submit ALL required materials.

## GENERAL INFORMATION

Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Street/apt #) (City) (State) (Zip Code)

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_  
(Area Code) (Area Code)

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_  
(Area Code)

Social Security Number (Last 6 digits) XXX \_\_\_\_\_

Do you claim 5 points preference based on active duty in the US Armed Forces? ☐ Yes ☐ No

Do you claim 10 points preference based on veteran's disability? ☐ Yes ☐ No

Are you related to anyone currently employed by the City of Stamford? ☐ Yes ☐ No

If yes, name, and job title or department

Name \_\_\_\_\_

Job Title or Dept. \_\_\_\_\_

Are you requesting City of Stamford Residency Points? Yes No

## RECORD OF EDUCATION

| TYPE OF SCHOOL        | NAME OF SCHOOL AND CITY/STATE | DATES ATTENDED | COURSE OF STUDY (Major/Minor) | GRADUATED (Yes/No) | DEGREE, DIPLOMA, G.E.D., AND CERTIFICATE OR CREDITS COMPLETED |
|-----------------------|-------------------------------|----------------|-------------------------------|--------------------|---|
| HIGH SCHOOL           |                               |                |                               |                    |   |
| COLLEGE OR UNIVERSITY |                               |                |                               |                    |   |
| COLLEGE OR UNIVERSITY |                               |                |                               |                    |   |
| COLLEGE OR UNIVERSITY |                               |                |                               |                    |   |

Other Training/Certifications (special courses, work training programs, armed forces training) related to the job for which you are applying. Give name and location where training was given, dates attended, subject to training, number of hours weekly and other details.

Summarize any other Special skills or Abilities relating to the job you are applying for, such as licenses, machines you operate, languages you speak, read and write well, computer skills and any other special abilities or knowledge.

## EMPLOYMENT HISTORY

List below **ALL** present and past employment. **BEGIN WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARDS CONSECUTIVELY.** Applicants may be required to furnish satisfactory proof of employment history claimed. Use additional pages if necessary. Resumes may be included with a **completed application**.

Name of Employer \_\_\_\_\_ Dates of Employment \_\_\_\_\_

**From/To**

Employer Address \_\_\_\_\_ #of hour per week \_\_\_\_\_

Your most recent position (Title) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer \_\_\_\_\_ Dates of Employment \_\_\_\_\_

**From/To**

Employer Address \_\_\_\_\_ #of hour per week \_\_\_\_\_

Your most recent position (Title) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

|  |                           |
|--|---------------------------|
| Name of Employer _____   | Dates of Employment _____ |
|  | <b>From/To</b>            |
| Employer Address _____   | #of hour per week _____   |
| Your most recent position (Title) _____  |                           |
| Supervisor's Name _____  | Reason for leaving _____  |
| Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying). |                           |

|  |                           |
|--|---------------------------|
| Name of Employer _____   | Dates of Employment _____ |
|  | <b>From/To</b>            |
| Employer Address _____   | #of hour per week _____   |
| Your most recent position (Title) _____  |                           |
| Supervisor's Name _____  | Reason for leaving _____  |
| Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying). |                           |

Do you have any objections to the Human Resources Division verifying your work experience and/or educational qualifications?

- |                           |                          |     |                          |    |
|---------------------------|--------------------------|-----|--------------------------|----|
| A. Your former employer?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| B. Your present employer? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

I hereby authorize the City of Stamford to verify my work experience and/or educational qualifications.

Applicant's Signature \_\_\_\_\_

## COMMENTS

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**ADA ACCOMMODATIONS IN TESTING:** The City of Stamford provides reasonable accommodations for individuals with a disability during the application, examination, interview, and employment. If you need reasonable accommodation, check the box below and attach a written description of the accommodation sought. Medical documentation may be required.

I require accommodation as outlined in the attachment.

**RELIGIOUS ACCOMMODATION:** Most written tests are held on Saturdays. If you cannot take the test on the announced test day due to a conflict with a religious observation or practice, check the box below and submit attach an Accommodation request by the Last Date to File.

I cannot be tested on the scheduled examination date due to a conflict with a religious observance or practice.

**OTHER ACCOMMODATIONS NEEDED:** If you require accommodation for reasons other than religious or disability, check the box below and attach a written description of the accommodation sought.

I require special accommodation to take this examination.

\* Documentation may be requested to support accommodation requests\*

## PRE-EMPLOYMENT STATEMENT (Read Carefully)

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, interview(s) or during the course of my employment may result in the rejection of this application; withdrawal of a job offer; or discipline, up to and including termination of employment. Further, false information provided, whether willingly or accidental, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

I understand that this application is not a contract of employment nor is it a guarantee or indication of employment. I also understand that should I be granted an interview, the representations that may be made at the interview are not to be construed as creating any obligation, promise or contract on behalf of the City. Should I be employed by the City, in consideration of my employment, I agree to conform to the rules and policies of the City of Stamford, as they may from time to time be implemented or revised. Identification and verification of eligibility to work in the United States must be satisfied for employment.

I further understand that in consideration for employment, an investigative background report may be prepared at the request of the City of Stamford by an independent party, whereby information may be obtained from my employers (present or former), educational institutions, all branches of the U.S. Military service, and public records maintained by government agencies or others, including but not limited to criminal conviction reports, credit reports, etc. I authorize the City of Stamford and its designated representative(s) to perform this investigation, and further authorize present and former employers, references and other persons to provide information for the investigation. I also authorize the City of Stamford to receive criminal conviction records pertaining to me which may be in the files of any criminal justice agency.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I will be subject to a drug test and medical examination that I must pass before I commence work.

I have read, understood, and agree to the foregoing. I hereby authorize the City of Stamford to verify my work experience and/or qualifications

Applicant's Signature \_\_\_\_\_

# APPLICANT DISCLOSURE FORM

## CANDIDATE INFORMATION

It is the policy of the City of Stamford to recruit, hire and promote qualified people in all job classification regardless of age, race, sex, color, religion, national origin, marital status, veteran status or disability unless they are bona-fide occupational qualifications.

The following information is needed for compliance with governmental report requirements. While completion of this section is voluntary, we strongly urge that all applicants complete this as part of the pre-employment process. Applicants so choosing, may identify on the form that have chosen not to provide the City of Stamford with the requested information by checking the appropriate box in section four. This information will not affect in any way your employment opportunities.

## GENERAL INFORMATION

Your Name \_\_\_\_\_

Date \_\_\_\_\_

Social Security Number (Last 6 digits) XXX \_\_\_\_\_

## STATISTICAL INFORMATION

### Race/Ethnic Identification (Please check one)

American Indian or Alaska Native ☐

All persons having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian ☐

All persons having origins in any of the original peoples of Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black or African American ☐

(Not Hispanic or Latino origin). All persons having origins in any of the black racial groups of Africa.

Hispanic or Latino ☐

☐ All persons of Cuban, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander ☐

All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.

White ☐

(Not Hispanic or Latino origin). All persons having origins in any of the original peoples of Europe, the Middle East or North America.

Other ☐

Please Specify:

### Job Classification

Please write the title of the position for which you are applying in the box above, using the title of Job Announcement.

### Gender

Female ☐

Male ☐

## NON-PARTICIPATION

I have read the above statement and have chosen not to complete this form.

☐

(Please check box if applicable)

## RECRUITING INFORMATION

### How did you hear about this job? (Please check one)

☐ Stamford Advocate

☐ Other newspaper:

Please give name \_\_\_\_\_

☐ City Website

☐ Internet

Please give name \_\_\_\_\_

☐ City Employee

☐ Human Resources Division Bulletin Board

☐ Community Agency

Please give name \_\_\_\_\_

☐ Professional journal \_\_\_\_\_

☐ Other: Please specify \_\_\_\_\_