



CITY OF MILFORD

OPEN COMPETITIVE EXAM NO. 19-23

TREASURER/PAYROLL ADMINISTRATOR

POSTING DATE: May 24, 2019

CLOSING DATE: June 7, 2019

NOTICE TO ALL APPLICANTS: This opening is available to all City employees and the general public.

SUMMARY OF POSITION: Under the general direction of the Finance Director is responsible for the maintenance of receipts and disbursements and the investment of cash in accordance with state statutes and city investment policy; directs the work of the Payroll supervisor; oversees the preparation and maintenance of municipal payrolls; This position supervises Treasury staff; assigns and evaluates work; and provides training & guidance.

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance, Public Administration or closely related field and five (5) years of progressively responsible experience in a financial capacity within municipal government, preferably as a treasurer, or in payroll accounting, of which three (3) years shall have been in a supervisory capacity OR any equivalent combination of education, training and experience.

SCOPE OF EXAMINATION: An examination comprised of two (2) tests with different weights will be given. Candidates will need to achieve a passing score of 70% on the performance test before being invited to the oral test. Candidates who fail any of the two (2) tests will not continue on to the next step in the process. Those who achieve a passing score on each test will be given a final score with each test weighted as follows:

- **Performance examination** will test for Intermediate Excel skills and Reading Comprehension. This test will be weighted 50%.
- **Oral examination** will test for general suitability for the position. This test will be weighted 50%.

All candidates will be invited to the exams either in person or via correspondence through the US postal service and/or email. Please provide current, accurate, legible information on your application.

FILING REQUIREMENTS: Applicants are required to fully complete an Employment Application, cover letter, and resume must be submitted on or before **June 7, 2019** to the Human Resources Department, Parsons Office Complex, 70 W. River St., Milford, CT or HRrecruit@ci.milford.ct.us. For forms and detailed application instructions, go to www.ci.milford.ct.us/hr/pages/jobs then select *Treasurer/Payroll Administrator*. A resume will not be accepted in lieu of a completed job application; incomplete or illegible applications will be rejected.

SALARY RANGE: The position is a Grade 51 with a weekly salary range of \$1,398.99 - \$1,780.78 for a 37.5 hours workweek.

** Job description pending revisions. Applicants will be advised of and subject to any changes.

The City of Milford offers a **generous benefits package** that includes: health insurance, life insurance, defined benefit plan (pension), 457 savings plan, paid time off (vacation, sick, personal business), paid holidays (13 days per year), and Employee Assistance Program.

TREASURER / PAYROLL ADMINISTRATOR (re-titled)

GENERAL SUMMARY OF DUTIES

Under the general direction of the Finance Director is responsible for the maintenance of receipts and disbursements and the investment of cash in accordance with state statutes and city investment policy; directs the preparation and maintenance of municipal payrolls; the individual ensures that all Federal, State and Local laws relating to payroll management are complied with.. This position supervises Treasury / Payroll staff; assigns and evaluates work; and provides training & guidance.

ESSENTIAL FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the Position.)

Executes and records cash investments, establishes and reconciles bank accounts, enters original entries in cash spreadsheet and deposits receipts in a timely manner; reviews and/or approves financial transactions, including but not limited to investments and banking transactions, journal entries, cash receipts and disbursements activities.

Prepares other journal entries to general ledger as needed.

Financial recordkeeping of bond proceeds to finance capital projects and/or grant-funded projects; capital project related cash requirements forecasting; and project close-outs; participates in pre-issuance associated with new bond offerings; and prepares periodic reporting of actual capital and grant-funded project related spending on project(s) and in total, calculation of variance in actual spending versus budget and tracking of the source of funding by project.

Verifies cash balances with bank balance; prepares bank reconciliations; manages and initiates transfers between funds and/or bank/investment accounts consulting with the Finance Director for guidance and approval as required.

Manages recordkeeping and payments for City's debt, including debt payment(s) journal entries.

Maintains computerized payroll system master files. Directs the retention and verification of appropriate employee payroll records and master files.

Directs the preparation and maintenance of municipal payrolls in accordance with appropriate Federal, State and Local laws and appropriate union contracts. Ensures the accuracy of the payroll with respect to gross pay, deductions and labor distributions. Verifies the proper authorization for all payroll transactions.

Prepares and submits all appropriate reports to the IRS, Social Security Administration.

Drafts, recommends payroll policies and implements, after approval.

Reviews all payroll changes and implements changes such as tax withholding, premium cost share, union deductions, etc. Causes disbursement checks to be prepared.

Supervises, coordinates and reviews the work of clerical subordinates.

Prepares financial data to support additional appropriations for increases due to labor contract settlements;

responds to authorized requests for special reports or for individual information, including but not limited to arbitration cases, subpoena requests, wage statements, wage verification, wage garnishments and various management and budgeting reports.

Acts as Timekeeping System Manager, this includes the design, installation and on-going maintenance of Time & Attendance system, as well as system administration, system security, system programming, continuous development and implementation of strong internal controls, new report design & development, and written policies and procedures related to the automated timekeeping system.

Manages access to bank/investment accounts and related systems in consultation with the Finance Director. Calculates various charges to grants for various fringe benefits and insurance costs.

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Good knowledge of cash management, investments and budgeting.

Thorough knowledge of payroll policies, practices and procedures.

Thorough knowledge of management information systems, MS Office and accounting principles.

Expert knowledge of the laws, rules, regulations, procedures and controls governing payroll administration, disbursement and tax reporting and mandatory and voluntary deduction administration. Working knowledge of payroll and time & attendance policies, practices and procedures to include interpreting union contracts and labor agreements.

Thorough knowledge of the principles, methods and procedures used in accounting and Generally Accepted Accounting Principles (GAAP) and principles promulgated by the Government Accounting Standards Board (GASB) as applicable.

Knowledge of GFOA reporting program and municipal best practices.

Advanced working knowledge of spreadsheet and word processing software; strong proficiency with Excel including ability to manage and create worksheets with links, formulas and tables.

Skilled in organization and time management.

Ability to prepare complex and accurate written, payroll reports and financial statements.

Ability to supervise, plan and coordinate the work of subordinates; ability to train subordinates.

Ability to deal effectively with banks, superiors, subordinates and staff in other departments.

MINIMUM EDUCATION & EXPERINECE REQUIRED

Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance, Public Administration or closely related field and five (5) years of progressively responsible experience in a financial capacity within municipal government, preferably as a treasurer, or in payroll accounting, of which three (3) years shall have been in a supervisory capacity OR any equivalent combination of education, training and experience.

JOB ENVIRONMENT

This job operates in a professional office environment. Routinely uses standard office equipment such as computer, phones, photocopiers, scanners, filing cabinets and fax machines. Makes frequent contact with the other City departments/boards/committees, city employees, regional and state governmental

agencies, vendors, and contractors. Contacts are in person, in writing, and by telephone and require discussing managerial, administrative, and technical matters.

PHYSICAL REQUIREMENTS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Hand-eye coordination is necessary to operate computers and various types of tools and equipment. Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus. While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, and hear; use of hands and fingers to handle, feel, or operate objects, tools or controls and reach with and arms. Occasionally required to bend, crouch or kneel. Occasionally must lift and/or move up to 25 pounds.



CITY OF MILFORD

Human Resources Department
70 W. River Street
Milford, CT 06460
(203) 783-3239
HRrecruit@ci.milford.ct.us

APPLICATION FOR EMPLOYMENT & EXAMINATION **INSTRUCTIONS FOR COMPLETION:**

THIS APPLICATION FORM CONSTITUTES A PART OF THE EXAMINATION PROCESS. **Every section must be completed in full,** even if resume or other supporting documents are attached. You should not direct this Office to refer to a resume for information that is being asked on the application form. **You must answer all questions completely and accurately in order for your application to be given the proper consideration.**

INCOMPLETE APPLICATION WILL BE REJECTED.

- **LATE APPLICATION WILL NOT BE ACCEPTED.** Application must be **received** in the Human Resources Department by the application deadline, as stated on the job announcement. You must complete an application form in ink or typed print. You can complete an application form on-line at the City's website and print the application. **You must sign your application in ink or with digital signature.** Application closing dates are noted on each job announcement.
- **ALL APPLICANTS SHOULD READ THE JOB ANNOUNCEMENT OF THE JOB FOR WHICH YOU ARE APPLYING.** Specific job requirements will be noted under the section titled "Minimum Qualification Requirements".
- **EACH SECTION IN THE APPLICATION FORM MUST BE COMPLETED.** You can use additional sheets of papers to attach to your application if you need more space to provide complete information, especially as it pertains to your employment history. **Applications submitted without completing each section will be rejected.**
- **LICENSES AND CERTIFICATIONS** required for the position you are applying for **must be listed and you must provide a copy of any and all licenses and certifications required, as stated on the job announcement.** Any applications submitted without providing a copy of the required licenses/certifications will be rejected.
- **YOU MUST ATTACH A CLEAR COPY OF YOUR DRIVER'S LICENSE TO THE APPLICATION FORM, if the job for which you are applying requires a driver's license.** If you fail to provide a copy of your driver license **your application will be rejected.**
- **EMPLOYMENT HISTORY:** You must complete each section, as requested. You must complete "Describe Work Performed" completely. Do not write "see resume" in lieu of completing this information on the application form. **Application submitted without completing each line of this section will be rejected.**
- **VOLUNTARY COMPLIANCE INFORMATION:** Completing the page title "Invitation of Self-Identity" is Voluntary. This information is needed to meet Federal and State reporting requirements and is also used to evaluate the effectiveness of our recruiting and testing procedures. This sheet is not seen by anyone making the hiring decision. **Applications will not be rejected if you choose not to complete this Voluntary Information section.**



Human Resources Department
City of Milford
70 West River Street
Milford, CT 06460
(203) 783-3239

An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

Position applying for
(use title on job announcement)

PLEASE TYPE OR PRINT CLEARLY IN BLACK INK.
All blanks must be completed in order for application to be considered.

DO NOT WRITE IN THIS SPACE

☐ Q Rev. by: _____
☐ NQ _____
☐ Educ _____
☐ Exp _____
☐ Not City EE _____
☐ Other _____

PERSONAL INFORMATION

Last Name		First Name	M.I.	Other names by which you have been known		000- - Last 6 digits of Soc. Sec. No.			
Present Address:		No. and Street			City	State	Zip Code	How long at this address?	Years/Months
Mailing address (if different from residence address)		No. and Street			City	State	Zip Code		
Home Telephone		Cellular		Email					
In case of emergency, notify:									
Name		Relationship		Telephone Number					
Are you legally eligible for employment in the USA? Yes <input type="checkbox"/> No <input type="checkbox"/> If hired, you will be required to submit proof of eligibility to work in the USA.									
Are you 18 years of age or older? Yes <input type="checkbox"/> No <input type="checkbox"/>									
Have you previously applied for employment with the City of Milford? If yes, when and for which position(s)? Yes <input type="checkbox"/> No <input type="checkbox"/>									
Year(s) applied		Position(s) applied for							
Have you previously been employed by the City of Milford? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, complete the following information:									
Job Title/Department		From		To					
List any relatives or members of your household who are employed by the City of Milford:									
Name(s)		Job Title		Department					
Do you claim 5 points preference based on active duty in the U.S. Armed Forces? Yes <input type="checkbox"/> No <input type="checkbox"/> Attach copy of DD214.									
Do you claim 10 points veteran's disability preference? Yes <input type="checkbox"/> No <input type="checkbox"/> Attach copy of DD214 & other supporting documentation.									

GENERAL INFORMATION

What date are you available to begin work? _____

Do you have any commitments to another employer that might affect your employment with the City of Milford? Yes ☐ No ☐

If yes, specify commitment(s): _____

Note to Applicant: DO NOT ANSWER THE FOLLOWING QUESTION UNTIL YOU HAVE READ A COPY OF THE JOB DESCRIPTION EXPLAINING THE ESSENTIAL DUTIES OF THE POSITION FOR WHICH YOU ARE APPLYING.

Is there anything that would prevent you from performing the essential functions of the position for which you have applied? Yes ☐ No ☐

PERSONAL INFORMATION

High school attended:

Name of School(s)	City/State	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Colleges/Universities attended:

Name of Educational Institution	City/State	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Dates attended	Degree, diploma, GED, certification or number of credits completed.

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 required for certain positions. If applicable, include resume with **completed application**.

Have you ever been discharged or asked to resign? ☐ Yes ☐ No

If yes, please explain: _____

Employer _____	FROM		TO		TOTAL TIME	
Address _____	Month	Year	Month	Year	YEARS	MONTHS
Telephone Number _____						
Your job title _____	Hours per week # _____					
Supervisor's Name _____ Title: _____						
Reason for leaving position _____						
Describe Work Performed: _____						
Number of Employees Supervised (if applicable) _____						

Employer _____	FROM		TO		TOTAL TIME	
Address _____	Month	Year	Month	Year	YEARS	MONTHS
Telephone Number _____						
Your job title _____	Hours per week # _____					
Supervisor's Name _____ Title: _____						
Reason for leaving position _____						
Describe Work Performed: _____						
Number of Employees Supervised (if applicable) _____						

Employer _____	FROM		TO		TOTAL TIME	
Address _____	Month	Year	Month	Year	YEARS	MONTHS
Telephone Number _____						
Your job title _____	Hours per week # _____					
Supervisor's Name _____ Title: _____						
Reason for leaving position _____						
Describe Work Performed: _____						
Number of Employees Supervised (if applicable) _____						

EMPLOYMENT HISTORY (continued)

Employer _____ Address _____ Telephone Number _____ Your job title _____ Supervisor's Name _____ Title: _____ Reason for leaving position _____ Describe Work Performed: _____ Number of Employees Supervised (if applicable) _____	FROM		TO		TOTAL TIME	
	Month	Year	Month	Year	YEARS	MONTHS
	Hours per week: # _____					

Employer _____ Address _____ Telephone Number _____ Your job title _____ Supervisor's Name _____ Title: _____ Reason for leaving position _____ Describe Work Performed: _____ Number of Employees Supervised (if applicable) _____	FROM		TO		TOTAL TIME	
	Month	Year	Month	Year	YEARS	MONTHS
	Hours per week # _____					

ONLY COMPLETE THE SECTIONS BELOW IF THEY ARE RELEVANT TO THE POSITION YOU HAVE APPLIED

SPECIAL SKILLS/TRAINING

Typing speed: _____ words per minute
Business machines (other than computers) you are able to operate: _____

What computer experience do you have? ☐ Apple ☐ PC

Your skill level in Word can best be described as:
Your skill level in Excel can best be described as:
Your skill level in Outlook can best be described as:
Your skill level in PowerPoint can best be described as:
Your skill level in Access can best be described as:
Your skill level in Acrobat can best be described as:
Your skill level in Publisher can best be described as:
Describe any other software and level of skill or any other applicable abilities:

SPECIAL SKILLS - FIELD

Light Equipment:
What best describes your skill level operating a payloader?
What best describes your skill level operating a backhoe?
What best describes your skill level operating a small tractor?

Heavy Equipment:
What best describes your skill level operating a grader?
What best describes your skill level operating a Cat 225 excavator?
What best describes your skill level operating a bulldozer?

Snowplowing:
Describe any experience you may have had snowplowing. Include the size of the plow(s) you have driven, number of months/years of snow plowing experience and type of area(s) plowed (roads, driveways, parking lots):

OTHER TRAINING, SKILLS, AND/OR LICENSES

Please list/describe any specialized training, apprenticeship, certifications, licenses, skills, special skills and qualifications related to the job for which you are applying, such as machines you are able to operate, languages you speak and read or write well, computer skills besides those mentioned in the previous page, and any other special abilities or knowledge. Give name and location where training was given, dates attended, subject of training, total number of training hours, and other details.

List professional, trade, business or civic activities and offices held: *(You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.)*

DRIVER'S LICENSE: If the position for which you are applying will require you to operate a vehicle:

- (1) You must possess a valid driver's license;
- (2) Any special endorsements must be current and valid;
- (3) If you are offered employment by the City of Milford, and if your driver's license is from another state, you may be required as a condition of employment to obtain a valid Connecticut Driver's License before you can begin work.

Do you have a valid driver's license: Yes ☐ No ☐ State _____
Expiration Date _____ Classification _____ License # _____

FINALISTS MAY BE REQUIRED, UPON NOTIFICATION, TO SUBMIT A COPY OF THEIR DRIVING ABSTRACT. Note: Driving abstracts may be obtained at any Connecticut Department of Motor Vehicles office. This fee is at the finalist's expense.

PROFESSIONAL REFERENCES

List three professional or business references who are not your relatives or employees of the City of Milford. State the nature of the relationship (i.e., co-worker, supervisor, associate, customer).

Name	Address	Phone	Relationship	Years Known

IMPORTANT: Read each of the following sections carefully and completely. If you do not understand any portion of the statements that follow, ask for clarification. Your signature indicates that you have read and understand each of the provisions listed and that you agree to abide by the conditions stated therein.

NOTICE TO PERSONS WITH DISABILITIES: Testing arrangements to accommodate persons with disabilities will be made upon request of the applicant. If accommodation is requested, the applicant will be required to state what accommodation is needed.

PRE-EMPLOYMENT MEDICAL EXAMINATION: Applicants selected for employment may be required to pass a medical examination given by a physician designated by the City of Milford.

PROBATIONARY PERIOD: Employees serve a probationary period as determined by City policy or by any applicable collective bargaining agreement. Termination of employment during the probationary period may be with or without cause and is not subject to any appeal process or grievance procedure of any applicable collective bargaining agreement.

DRUG POLICY: It is the policy of the City of Milford to maintain a drug free workplace. Employees who are observed in possession of or using controlled substances (drugs) will be terminated and may have criminal actions filed against them. Employees in certain positions are subject to Federal laws requiring pre-employment, post-accident, and random drug testing.

UPON EMPLOYMENT, YOU WILL BE REQUIRED TO PROVIDE YOUR SOCIAL SECURITY NUMBER.

PRE-EMPLOYMENT STATEMENT

AGREEMENT: I CERTIFY THAT ALL STATEMENTS MADE ON OR IN CONNECTION WITH THIS APPLICATION ARE TRUE, ACCURATE, 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 OR WITHDRAWAL OF A JOB OFFER. FURTHER, FALSE INFORMATION PROVIDED, WHETHER WILLINGLY OR ACCIDENTALLY, MAY RESULT IN DISCIPLINE OR 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 OF MILFORD. SHOULD I BE EMPLOYED BY THE CITY, IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO ABIDE BY ALL THE RULES, POLICIES AND REGULATIONS OF THE CITY OF MILFORD, 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 MILFORD, 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 MILFORD 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 MILFORD 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. ANY OFFER OF EMPLOYMENT MAY BE CONTINGENT UPON PASSING A DRUG TEST AND MEDICAL EXAMINATION. I AUTHORIZE MEDICAL PROVIDER(S) TO RELEASE ANY/ALL MEDICAL INFORMATION TO THE CITY PURSUANT TO ITS PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN PROCEDURES IN ACCORDANCE WITH HIPAA.

RELEASE: I HEREBY RELEASE AND HOLD HARMLESS ANY PERSON, CORPORATION, COMPANY FROM ANY AND ALL POSSIBLE DAMAGES, DIRECT OR CONSEQUENTIAL, IMMEDIATE OR REMOTE, OF ALL FORMS OR TYPES, THAT I MAY SUSTAIN OR ALLEGE TO SUSTAIN BY VIRTUE OF THAT PERSON, CORPORATION, COMPANY OR OTHER ENTITY COMPLYING WITH MY REQUEST TO FULLY AND COMPLETELY COMPLY WITH THE INVESTIGATION, INQUIRY OR INTERESTS OF THE CITY OF MILFORD, TO WHOM I HAVE MADE AN APPLICATION OF EMPLOYMENT AND IS THE BEARER OF THIS AUTHORIZATION.

SIGNATURE of APPLICANT

DATE



INVITATION TO SELF-IDENTIFY

City of Milford

Position applying for
(use the title that appears on the job announcement)

SECTION 1: CANDIDATE INFORMATION

It is the policy of the City of Milford to recruit, hire, and promote qualified people in all job classifications regardless of age, race, gender, color, religion, creed, national origin, marital or veteran status, sexual orientation, gender identity or expression, disability or any other legally protected status, unless they are bona-fide occupational qualifications.

The following information is needed for compliance with governmental reporting requirements. While completion of this section is voluntary, all applicants are strongly urged to complete this as part of the pre-employment process. Applicants so choosing, may identify on the form that they have chosen not to provide the City of Milford with the requested information by checking the appropriate box in Section 4. This information will not affect in any way your employment opportunities. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable federal laws, executive orders, and regulations, including those which require the information to be summarized and reported to the Federal Government for civil rights enforcement purposes.

SECTION 2: GENERAL INFORMATION

Name _____ Date _____

Social Security Number 000 _____ (Last six digits ONLY)

SECTION 3: STATISTICAL INFORMATION

PLEASE ANSWER THE FOLLOWING QUESTION:

What is your race/ethnicity? (Please mark the ONE BOX that describes the race/ethnicity category with which you primarily identify.)

- American Indian or Alaska Native** ☐ (Not Hispanic or Latino) 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** ☐ (Not Hispanic or Latino) All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Phillipine Islands, Thailand, and Vietnam.
- Black or African American** ☐ (Not Hispanic or Latino) 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** ☐ (Not Hispanic or Latino) All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.
- White** ☐ (Not of Hispanic or Latino origin.) All persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Two or more races** ☐ A person who primarily identifies with two or more of the above race/ethnicity categories.
- Gender** ☐ Male ☐ Female

SECTION 4: NON-PARTICIPATION

Please check box if applicable

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

SECTION 5: RECRUITING INFORMATION

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

<input type="checkbox"/> Milford Mirror	<input type="checkbox"/> Human Resources or Department Bulletin Board
<input type="checkbox"/> Other newspaper (give name):	<input type="checkbox"/> Community Agency (give name):
<input type="checkbox"/> City Website	<input type="checkbox"/> Professional Journal (give name):
<input type="checkbox"/> Internet (list site):	<input type="checkbox"/> Other (please specify):
<input type="checkbox"/> City Employee	