

**STATE OF CONNECTICUT
SPECIAL APPLICATION
FOR THE SECRETARY 1 EXAMINATION ONLY (CT-HR-20)**

Social Security Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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DO NOT WRITE in shaded area	APPROVED _____	DISAPPROVED _____	REVIEWED BY: _____
GE – Lack GE	LG – Length GE	CS – Status in Class	LT – Late

Instructions: This special application form is to be used to apply for **the State of Connecticut Secretary 1 examination only.** (The CT-HR-12 or other application forms **will not be** accepted.) Application forms will be accepted from **September 18, 2015 through October 2, 2015 at 5:00 PM EST.** Applications received by the Department of Administrative Services (DAS), Statewide Human Resources Management Division after 5:00 PM EST on October 2, 2015 or applications received on other forms **will not be accepted.** Complete **all** parts of the application form. If you are claiming veteran's credit, attach form CT-HR-19. Do **not** attach resumes or any other forms or documents with your application form. Applications should be faxed to 860-706-1494 or 860-706-1495 or hand delivered to Room 404, 165 Capitol Avenue, Hartford CT, 06106. It is **not** recommended that you mail your application form as you cannot ensure it will be received on time.

EXAMINATION TITLE: **Secretary 1** EXAM NO. **042790,0010**

NAME (Last)	(First)	(M)	SUFFIX (Jr., Dr.)
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ADDRESS (Number and Street)

CITY	STATE	ZIP CODE (Last 4 digits are optional)
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HOME PHONE NUMBER	BUSINESS PHONE NUMBER	CELL PHONE NUMBER
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E-mail address:

<p>Are you currently employed by the State of Connecticut?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes: Emp. ID: _____</p> <p>Job Title: _____</p>	<p>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 used for discriminatory purposes and will not be considered in the evaluation of your application.</p> <p>Sex: Female <input type="checkbox"/> Male <input type="checkbox"/></p> <p>RACE/ETHNIC DATA</p> <p><input type="checkbox"/> B- BLACK/AFRICAN AMERICAN (not of Hispanic Origin) <input type="checkbox"/> W -WHITE (not of Hispanic Origin):</p> <p><input type="checkbox"/> H- HISPANIC: <input type="checkbox"/> A -ASIAN OR PACIFIC ISLANDER</p> <p><input type="checkbox"/> I - AMERICAN INDIAN OR ALASKAN NATIVE</p>
<p>What kind of Position are you applying for?</p> <p>Full time <input type="checkbox"/> Part time <input type="checkbox"/> Either <input type="checkbox"/></p>	

EMPLOYMENT DISTRICTS

Check the box(es) for **ONLY** the district(s) in which you will accept employment. Not all jobs are used in all locations. Names will be certified by location. Location preferences may be changed by submitting a written request to DAS/Statewide Human Resources Management.

<input type="checkbox"/> A - All Locations	<input type="checkbox"/> O - Avon, Farmington, West Hartford
<input type="checkbox"/> B - Greenwich, Stamford, New Canaan, Darien	<input type="checkbox"/> P - East Hartford, Manchester
<input type="checkbox"/> C - Norwalk, Wilton, Weston, Westport	<input type="checkbox"/> Q - Hartford
<input type="checkbox"/> D - Fairfield, Easton, Monroe, Trumbull, Shelton, Stratford	<input type="checkbox"/> R - Granby, Canton, Simsbury, Suffield, East Granby, Windsor Locks, Windsor, Bloomfield, East Windsor, South Windsor, Ellington, Vernon, Tolland, Stafford, Willington
<input type="checkbox"/> E - Bridgeport	<input type="checkbox"/> S - Enfield, Somers
<input type="checkbox"/> F - Redding, Ridgefield, Danbury, Bethel, Newtown, Brookfield, New Fairfield, Bridgewater, Sherman, New Milford, Roxbury, Washington, Kent, Warren	<input type="checkbox"/> T - Newington
<input type="checkbox"/> G - Morris, Litchfield, Harwinton, New Hartford, Torrington, Goshen, Cornwall, Sharon, Salisbury, Canaan, North Canaan, Norfolk, Colebrook, Winchester, Hartland, Barkhamsted	<input type="checkbox"/> U - Union, Ashford, Mansfield, Chaplin, Hampton, Windham, Scotland, Lebanon
<input type="checkbox"/> H - Thomaston, Bethlehem, Watertown, Woodbury, Southbury, Middlebury, Beacon Falls, Naugatuck, Prospect, Waterbury, Wolcott, Cheshire	<input type="checkbox"/> V - Cromwell, Portland, Middletown, Middlefield, Durham, East Hampton, Haddam, East Haddam, Chester, Essex, Killingworth, Deep River, Westbrook, Old Saybrook
<input type="checkbox"/> I - Oxford, Seymour, Ansonia, Derby	<input type="checkbox"/> W- Lyme, Old Lyme, East Lyme, Salem, Montville, Waterford, New London, Ledyard, Groton, Stonington, North Stonington
<input type="checkbox"/> J - West Haven, Orange, Woodbridge, Bethany, Hamden, North Haven, East Haven	<input type="checkbox"/> X - Bozrah, Franklin, Norwich, Sprague, Lisbon, Preston, Griswold, Voluntown
<input type="checkbox"/> K - New Haven	<input type="checkbox"/> Y - Woodstock, Thompson, Putnam, Pomfret, Eastford, Brooklyn, Canterbury, Plainfield, Sterling, Killingly
<input type="checkbox"/> L - Meriden	<input type="checkbox"/> Z - Glastonbury, Marlborough, Colchester, Hebron, Columbia, Andover, Bolton, Coventry
<input type="checkbox"/> M - Plymouth, Bristol, Burlington	
<input type="checkbox"/> N - Berlin, Southington, Plainville, New Britain	

