

FREQUENTLY ASKED QUESTIONS

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ACCOMMODATIONS

Q. I have a disability and need an accommodation for a test. What should I do?

A. The need for an accommodation should be indicated on the last page of the application. You may also call 203-287-7133 for more information.

APPLICATION INFORMATION

Q. After I file an application, how long will it be before I hear anything?

A. You should receive written notice of the status of your application about two weeks after the job closing date. If you have not a written notice, you can contact the Personnel Department at 203-287-7133

Q. I'm working on the application and have questions. What should I do?

A. Phone Personnel Department at 203-287-7133.

Q. Will I be notified even if I'm not going to be considered for the position?

A. All applicants are notified by mail of their status in the selection process.

Q. Can I apply online?

A. No. You may pick up an application in the Personnel Department or download the required application directly from the job opportunities page on the Town website.

Q. Can I submit my application directly to the department with the job vacancy?

A. No. All applications must be submitted to the Personnel Department.

Q. Can I fax my application to the Personnel Department?

A. Yes. Applications can be faxed to (203)-287-7135 and **must** be followed by the hard copy original application to be submitted by mail or in person by the job posting closing date.

Q. What happens after I submit my application?

A. After the posted closing date, all applications are screened to ensure that applicants meet the minimum qualifications required for the position. Applicants who do not meet the minimum requirements will not continue in the application process and will be notified in writing. Candidates with qualifications that best meet the positions needs will be invited for appropriate testing/ interviews.

Q. If a position is not currently open, may I still apply?

A. No. The Town of Hamden only accepts applications for currently posted positions. Applications and/or resumes submitted for a non-posted position will **not** be considered.

Q. If I applied for a position previously and that position is posted again later, do I need to reapply?

A. Yes. Each job announcement requires a separate application. Due to the number of applicants only those who apply directly for a specific job announcement are considered.

APPLICATION REQUIREMENTS

Q. I want to apply for all the positions I'm eligible for. Will the Town accept one application form to be submitted for two or more position vacancies?

A. No. The Town does not allow one application form to be used for more than one application process. Each position vacancy requires a separate application form, signed, dated and witnessed as an original application. Applications are not kept on file.

Q. What do I need to submit with my application?

A. Each position varies. Resumes and cover letters without a complete Town of Hamden application are not accepted. Educational, experience, licensing, certifications and training requirements are unique to each position. Check the job announcement to find out what Supplemental Applications, Questions, and attachments are needed. Application **must** be filled out in its **entirety** even if you submit a resume along with your application.

NEW EMPLOYEES

Q. I'm a new employee and new resident of the Town. Where can I find information about events in Hamden?

A. Please visit Residents and Summer for calendars of events, festivals, and entertainment in Hamden.

FIRE AND POLICE DEPARTMENT APPLICATIONS

Q. How do I apply for positions with the Fire Department or Police Department?

A. Fire and Police recruitment procedures are the same as the Town's standard application process.

RESIDENCY

Q. Does the Town of Hamden have a residency requirement?

A. No. The Town Of Hamden does not have a residency requirement for any position.

STUDENTS

Q. I'm a student seeking opportunities with the Town of Hamden. Where can I find more information?

A. The Town offers various opportunities for students including Summer internships, part-time employment, and volunteer experiences. Visit the Job Opportunities Link for the most current information.

TESTING

Q. Can I take a civil service test for the Town?

A. Many of our positions require testing, but tests are job-specific and scheduled after a person files an application for an announced opening.

Q. I can't make it to my scheduled test. May I have an alternate date/time?

A. No. Alternate schedule arrangements **cannot** be made for any required testing.