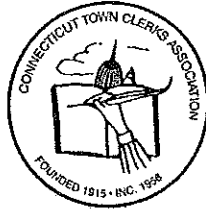


Connecticut Town Clerks Association

Temporary Help Application



Section 1: Applicant Information

Name: _____ Phone (____) _____ - _____
Address: _____ CT _____
Street Town Zip Code

Section 2: Qualifications/Work Experience

Describe your work experience in a Town Clerk's Office and include town(s) in which you have worked.

Although this is not required, are you a certified Connecticut Town Clerk, and/or a Certified Municipal Clerk from IIMC?

Yes _____ No _____

Year of certification(s) CCMC _____ CMC (IIMC) _____

Do you have experience as a Town Council secretary, including but not limited to performing as recording secretary?

Yes _____ No _____

Are you proficient in land record recording and indexing? Yes _____ No _____

Are you willing to be a recording secretary for Town Meetings? Yes _____ No _____

Describe your computer proficiency: _____

Section 3: Work Availability

Are you available to work on a temporary basis in a Town Clerks office? Yes _____ No _____

Are you available full-time _____ part-time _____ or both _____?

What length of time would you be willing to work _____ weeks _____ months?

What distance are you willing to travel? _____ miles or counties _____

What would you require for a rate of pay? \$ _____

Section 4: Special Considerations

PLEASE RETURN TO: Tanya Lane, 131 Cedar Street, Newington, CT 06111