

REGIONAL SCHOOL DISTRICT # 13
135A Pickett Lane, P. O. Box 190, Durham, CT 06422

GENERAL EMPLOYMENT APPLICATION

If you require reasonable accommodations to complete this application and/or any other aspect of the selection process, please contact Amy Emory in the Central Office or at (860) 349-7208.

Date of Application: _____

APPLICANT INFORMATION

Last Name _____ First Name _____ Middle Initial _____
 Street _____ City/Town _____ Zip Code _____
 Home Phone () _____ Cell Phone () _____ (✓) preferred method of contact
 Email _____

Are you either a United States Citizen or a person authorized to work in the United States? Yes No

POSITION(S) FOR WHICH YOU ARE APPLYING

- ABA Therapist Athletic Coach Custodian Food Service
 Information Technology Job Coach RN Nurse Secretary
 Summer Custodial Help Teacher Assistant Other _____

When can you begin employment? _____

CERTIFICATIONS

Type	Endorsement	Issued mm/dd/yy	Expires mm/dd/yy

EMPLOYMENT EXPERIENCE

From Month/Year mm/yy	To Month/Year mm/yy	Firm, Institution, etc.	Nature of Work

EDUCATIONAL PREPARATION

High School College/University	Location	Specialization or Nature of Course Completed	Dates Attended From-To mm/yy-mm/yy	Degree or Diploma	Date Graduated mm/yy

BACKGROUND CHECK

All applicants will have a criminal background check and are required to be fingerprinted.

1. Were you ever known by any other names? If yes, please list the name(s) below.

Yes No 1. _____
 2. _____

2. Have you ever been convicted of a crime? If yes, please explain.

Yes No If yes, identify the approximate date, location and nature of each such conviction below.

“Conviction” for this application, means a final judgment or verdict of guilty, a plea of guilty, or a plea of nolo contendere, in any state or federal court, regardless of whether an appeal is pending or could be taken. “Conviction” does not include a final judgment or verdict that has been expunged by pardon, reversed, set aside or otherwise rendered invalid. Further, you are not required to disclose any arrest(s), criminal charge(s) or conviction(s) the record(s) of which have been erased pursuant to Connecticut General Statutes §§ 46b-146, 54-76o or 54-142a. Such records can include records of a finding of delinquency or that a child was a member of a family with service needs, adjudication of youthful offender status, criminal charges dismissed or nolle, or charges for which a person is found not guilty or a conviction later resulting in an absolute pardon. Further, any person whose criminal records have been erased is deemed under law never to have been arrested with respect to such erased proceedings and may so swear under oath. A history of criminal conviction(s) will not necessarily bar consideration of employment. Factors such as the time, seriousness and nature of the offense, as well as rehabilitation, will be taken into account. Should you have any questions about answering questions on this application, or your rights concerning erased records, please inquire with Amy Emory in the Central Office or at (860) 349-7208.

3. Are there any criminal charges currently pending against you? If yes, please explain.

Yes No If yes, identify the jurisdiction in which such charges are pending, the nature of the charges and an explanation on a separate sheet of paper and attach it to the form.

REFERENCES

<u>Name</u>	<u>Address</u>	<u>Telephone</u>	<u>Position/Business</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

EMERGENCY CONTACT

In case of an emergency, please notify:

1. Name: _____ Relationship: _____
 Address: _____ Phone: _____

or

2. Name: _____ Relationship: _____
 Address: _____ Phone: _____

AUTHORIZATION AND SIGNATURE

I hereby authorize any and all enforcement agencies, current and former employers, credit agencies and academic institutions to supply any necessary information regarding my background to Regional School District #13 and to its agents and employees as to my character, reputation, and ability to perform in the position I am applying for, including but not limited to any educational and employment references and background, any fingerprint and any criminal conviction history check, and I hereby release all such former employers, law enforcement agencies, credit agencies and academic institutions, their agents and employees from any liability arising from the supplying and use of such information.

I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application for employment and I understand that any omission, falsely answered statement made by me on this application or any supplement to it will be sufficient ground for failure to employ or for my discharge should I become employed by the school district.

(Signature of Applicant)

(Date)

Regional School District 13 does not discriminate on the basis of disability, race, color, religion, age, sex, marital status, sexual orientation, gender, gender identity and expression, national origin, or ancestry with respect to employment practices or in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries and grievances regarding these non-discrimination policies and practices: Amy Emory, Pupil Personnel Director, 135A Pickett Lane, Durham, CT 06422. Phone: 860-349-7208.