

**STAFFORD  
PUBLIC SCHOOLS**

AN EQUAL OPPORTUNITY EMPLOYER

263 East Street  
P.O. Box 147  
Stafford Springs, CT 06076  
(860) 684-4211

**NON-CERTIFIED EMPLOYMENT APPLICATION**

Date of Application \_\_\_\_\_

**PLEASE COMPLETE ENTIRE APPLICATION-YOU ARE INVITED TO SUBMIT A RESUME AS SUPPORT DATA, IT IS NOT A SUBSTITUTE FOR THE APPLICATION.**

**I. Position** for which applying \_\_\_\_\_

**II. Full-Time**  **Part-Time**  Date of Availability \_\_\_\_\_

**III. General Information**

Name \_\_\_\_\_  
(Last) (First) (Middle)

Present Address \_\_\_\_\_  
(Street) (City)  
\_\_\_\_\_  
(State) (Zip Code) Phone Number \_\_\_\_\_

Soc. Sec. # \_\_\_\_\_ Please indicate if you are between the ages of 18-70. Yes  No

**IV. EDUCATION**

High School or Technical School	Date Graduated (If no, indicate years completed)
<b>Location:</b>	
<b>College (Include Business, Secretarial, etc.)</b>	
<b>Location:</b>	
<b>Location:</b>	

**V. ACTIVITIES** (List Achievements, Awards Received, Membership, Community Activities, Hobbies etc.)

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**VI. EMPLOYMENT** (Please list employers starting with your present or most recent: military service should be considered employment and listed in the proper order).

<b>Present Employer:</b>	<b>Nature of Work:</b>	<b>From / To:</b>
<b>Salary:</b>	<b>Address:</b>	<b>Reason for Leaving:</b>
<b>Previous Employer:</b>	<b>Nature of Work:</b>	<b>From / To:</b>
<b>Salary:</b>	<b>Address:</b>	<b>Reason for Leaving:</b>
<b>Second Previous Employer:</b>	<b>Nature of Work:</b>	<b>From / To:</b>
<b>Salary:</b>	<b>Address:</b>	<b>Reason for Leaving:</b>
<b>Third Previous Employer:</b>	<b>Nature of Work:</b>	<b>From / To:</b>
<b>Salary:</b>	<b>Address:</b>	<b>Reason for Leaving:</b>

**VII. REFERENCES** (Please include three letters of recommendation with your application).

<b>Name:</b>	<b>Address:</b>	<b>Phone:</b>
<b>Name:</b>	<b>Address:</b>	<b>Phone:</b>
<b>Name:</b>	<b>Address:</b>	<b>Phone:</b>

**VII. PERSONAL DATA**

A. Do you have a legal right to work in the United States ? Yes  No  (If hired, you will be required to provide proof of your legal right to work in the U.S. within your first three days of employment.)

B. Have you ever been dismissed or requested to resign from a former position? Yes  No

C. Have you filed an application with this District before? Yes  No  If yes, please attach a brief explanation.

You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to section 46b-146, 54-76o or 54-142a, which can be records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon, and that any person whose criminal records have been erased pursuant to section 46b-146, 54-76o or 54-142a shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceeding so erased and may so swear under oath.

C. Have you been convicted in a criminal proceeding (excluding minor traffic violations) including misdemeanors and felonies? Yes  No

D. Are any criminal charges currently pending against you within or outside the State of Connecticut? Yes  No

A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe the nature of the crime, when it occurred, and your subsequent rehabilitation if you answered yes, to any of the above questions.

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I understand that if I am employed by the Stafford Board of Education I will be required to submit to a state and national criminal history records check for a period of 90 days from my date of employment and I will be required to submit to fingerprinting, at my expense, for purposes of submitting my fingerprints to the Federal Bureau of Investigation for a national criminal history records check. I further understand and agree that if I have been convicted of a crime which has not been disclosed to the Stafford Board of Education, the Board may immediately terminate my contract of employment (certified employee position) or dismiss me (non-certified employee position) in accordance with the provisions of Public Act. No. 93-328.

I hereby acknowledge and affirm that I have read all the questions and that my answers to them are true and correct and that I have not misrepresented, withheld or omitted any information in this application or any other materials I have submitted in connection with my employment application. I understand that falsification of this information or any other information I submit is grounds for denial of employment, or if hired, the Board may immediately terminate my contract of employment.

I authorize all persons and entities to supply any information regarding my background and former employment to the Stafford Board of Education and its agents and employees and hereby release the same and any such persons or entities from any liability arising from the supplying and use of such information.

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Signature of Applicant

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Date

**We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.**