

NORFOLK PUBLIC SCHOOLS
EMPLOYMENT APPLICATION

Please answer all questions fully and completely.

Certified Teaching Position (Pre K-Gr. 6)

Administrative

Substitute Teacher/Substitute Paraprofessional

Non-Certified

(Secretarial, aide/instructional assistant, kitchen, custodial, etc.)

Name: _____
(First) (Middle or Maiden) (Last)

Resident Address: _____ Telephone No.: _____
(Street) (City) (State) (Zip)

Mailing Address: _____ Cell No.: _____
(Street) (City) (State) (Zip)

e-mail address: _____

SPECIFIC VACANCY BEING APPLIED FOR (if any): _____

I. Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
(Proof of citizenship or immigration status will be required upon employment.)

II. Present Position: _____
(Level and Subject) School Place

Present Salary: _____ What salary will you accept? _____ Date you can accept a position? _____

III. Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodation?
 YES NO

IV. Have you ever been employed with us before? If YES, provide dates. _____

Date of filing application _____ Signature of Applicant _____

| REVIEW OF APPLICATION | | |
|-----------------------|----------------|---------|
| Date | Interviewed by | Comment |
| | | |
| | | |

Return Application to:
Superintendent
Norfolk School District
128 Greenwoods Road East
Norfolk, CT 06058

NOTICE OF NON-DISCRIMINATION

The Norfolk Public Schools provides equal employment opportunities for all employees and applicants for employment. Except in the case of a bona fide occupational qualification or as otherwise permitted by law, all employment decisions are made without regard to race, color, national origin, sex, age, disability, religion, sexual orientation, marital status, ancestry, genetic information, veteran status, gender identity or expression or any other basis prohibited by law.

VIII. OTHER WORK EXPERIENCE (Business, Trades, Summer Occupations, Social Services, etc.)

| FROM | | TO | | FIRM, INSTITUTION, ETC. ADDRESS | NATURE OF WORK | REASON FOR LEAVING |
|------|-----|-----|-----|------------------------------------|----------------|--------------------|
| MO. | YR. | MO. | YR. | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

IX. MILITARY SERVICE (Active Duty)

| FROM | | TO | | BRANCH OF SERVICE | RANK | SPECIALIZED TRAINING |
|------|-----|-----|-----|-------------------|------|----------------------|
| MO. | YR. | MO. | YR. | | | |
| | | | | | | |
| | | | | | | |

X. REFERENCES

Give complete names and addresses of those who have closely observed your work as a teacher or employee, or as a student.

| FULL NAME | | | OFFICIAL POSITION | PRESENT ADDRESS | | | | | PHONE NUMBER | Rec'd |
|-----------|---------|------|-------------------|-----------------|--------|------|-------|----------|--------------|-------|
| FIRST | INITIAL | LAST | | NO. | STREET | CITY | STATE | ZIP CODE | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
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XI. IMPORTANT NOTICE: The Family Educational Rights and Privacy Act of 1974 opens many records for the candidate's inspection. The law also permits candidates to waive or relinquish his/her rights to inspect such recommendations.

I hereby waive my right to inspect the interview reports and references in respect to my candidacy (signature optional).

Signature: _____

Date: _____

CRIMINAL BACKGROUND CHECK

XII. Connecticut General Statutes § 10-221d requires applicants for a position in a public school to respond to questions relating to criminal history. In addition, all public school employees are required to submit to state and national criminal history records checks within thirty (30) days from the date of employment.

***Please note:** For this application, the term “conviction” 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 the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to section Connecticut General Statutes §§ 46b-146, 54-76o or 54-142a. These are 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 nolleed, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon. Any person whose criminal records have been erased shall be deemed to have never been arrested within the meaning of the law and may so swear under oath.*

1. Have you ever been convicted of a criminal offense, either within or outside the State of Connecticut? YES___ NO___

If so, identify the approximate date, location and nature of each such conviction on a separate sheet of paper and attach to this application.

2. Are any criminal charges currently pending against you either within or outside the State of Connecticut? YES___ NO___

If so, 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 to this application.

XIII. **APPLICANT’S STATEMENT**

Please read carefully:

I certify the above information is correct and truthful. I realize, too, that falsification of any information of this application may be grounds for rejection of this application or termination of employment, if the falsification is discovered after employment commenced. I also give consent for you to check with personal references, post-conditional job offer medical records, previous employers and educational institutions concerning my past employment and personal history and to receive reports that may be relevant to my background from other employers and to check criminal and driving (if applicable) records. I release the Board of Education and Town of Norfolk, previous employers and educational institutions from any liability arising from disclosure of information concerning my employment or personal history.

I further understand that the acceptance of this form does not constitute an employment agreement. Failure to fill out this application completely may result in my disqualification from any further consideration for employment.

Proof of citizenship for employment eligibility in accordance with the Immigration Reform and Control Act of 1986 will be required at time of appointment.

CRIMINAL BACKGROUND CHECK: I understand that if I am employed by the Norfolk Board of Education I will be required to submit to a state and national criminal history records check within a period of 30 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 also understand that Education Connection, 355 Goshen Road, P O Box 0909, Litchfield, CT 06759-0909, Phone number (860) 567-0863, is serving as a clearinghouse for the fingerprinting and criminal history check process and that it is my responsibility to arrange with Education Connection in order to be in compliance with the law. I further understand and agree that if I have been convicted of a crime which has not been disclosed to the Norfolk 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 the law.

DCF REGISTRY CHECK: I understand that all applicants for a position with the Board of Education shall submit to a records check of the Department of Children and Families child abuse and neglect registry established pursuant to Connecticut General Statutes §17a-101k before being hired by the Board. I agree to submit to a child abuse and neglect registry check by the Department of Children and Families and understand that provided the Norfolk School District and/or Board Of Education wishes to hire me, my employment by the Norfolk School District and/or Board Of Education depends on the results being acceptable to the Norfolk School District and/or Board Of Education.

DRUG/ALCOHOL TESTING: The Norfolk Board of Education reserves the right to conduct pre-employment drug and alcohol testing of all applicants. Applicants may be required to pass a test for drugs of abuse and/or alcohol misuse. Failure to pass such tests will result in the withdrawal of any offer of employment.

A PREEMPLOYMENT PHYSICAL MAY BE REQUIRED DEPENDING UPON THE POSITION SOUGHT.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, ordinance or Charter, or Collective Bargaining Agreement, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

Appendix A – (optional)

The following information is requested by the Federal Government in order to monitor our compliance with various Federal civil rights laws. You are not required to furnish this information, but are encouraged to do so. The law requires that we may not discriminate based upon this information, nor whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations, we are required to note the race and sex on the basis of visual observation or surname. This information will not be used in evaluating your application or to discriminate against you in any way.

I do not wish to furnish this information

Ethnicity: Hispanic or Latino Not Hispanic or Latino

Gender: Male Female

Race/National Origin: Asian American Indian or Alaskan Native

Black or African American Native Hawaiian or Pacific Islander

White

Signature of Applicant

Date