

**Norwich Public Schools**

90 Town Street  
Norwich, CT 06360  
860-823-4200  
Fax 860-823-1880

Interviewed By: \_\_\_\_\_  
Interview Date: \_\_\_\_\_  
Start Date: \_\_\_\_\_  
Start Salary: \_\_\_\_\_  
Account #: \_\_\_\_\_  
(Office Use Only)

**EMPLOYMENT APPLICATION  
FOR \_\_\_\_\_**

NAME (LAST)	(FIRST)	(MAIDEN)	(M)
ADDRESS(STREET)		TELEPHONE NUMBER	
(CITY) (STATE) (ZIP)		TELEPHONE(WORK)	
SOCIAL SECURITY#		Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Are you legally authorized to work in the United States? Yes ☐ No ☐

(Proof of U.S. citizenship or legal authorization to work in the United States will be required upon hiring, pursuant to application federal law).

**General Instructions:** Please respond to every question on the application form. If a question does not apply to you, please write "N/A" in the space provided. If you need more space to respond to a question, please attach a separate sheet, preceding each answer with the number of the question you are responding to.

**FOR SUBSTITUTE APPLICANTS ONLY:****Area of Particular Interest:**

Primary Grades (PreK-2) ☐  
Intermediate Grades (3-5) ☐  
Middle School (6-8) ☐  
High School ☐  
Subject Area \_\_\_\_\_

**School Preference or Restrictions:**

Available for Substitute work: (Please check)

Monday ☐ Thursday ☐  
Tuesday ☐ Friday ☐  
Wednesday ☐ All weekdays ☐

**RECORD OF EDUCATION**

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CHECK LAST YEAR COMPLETED				DID YOU GRADUATE	LIST DIPLOMA OR DEGREE
College			<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School			<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Elementary			<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other(specify)			<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Norwich Public Schools is an equal opportunity employer. Except in the case of a bona fide occupational qualification or need, the Norwich Public Schools do not discriminate on the basis of race, color, religious creed, age, sex, sexual orientation, marital status, ethnic or national origin, ancestry, present or past history or mental disorder, mental retardation, learning disability, other mental disability or physical disability, including but not limited to blindness.

## EMPLOYMENT RECORD (Beginning with Present)

1. Employer:	Phone	Duties
ADDRESS:		
	Dates Employed	
	From	To
Job Title:		
Supervisor:	Salary	
	Starting	Final
Reason for Leaving:		May we contact this supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Employer:	Phone	Duties
ADDRESS:		
	Dates Employed	
	From	To
Job Title:		
Supervisor:	Salary	
	Starting	Final
Reason for Leaving:		May we contact this supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

3. Employer:	Phone	Duties
ADDRESS:		
	Dates Employed	
	From	To
Job Title:		
Supervisor:	Salary	
	Starting	Final
Reason for Leaving:		May we contact this supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

4. Employer:	Phone	Duties
ADDRESS:		
	Dates Employed	
	From	To
Job Title:		
Supervisor:	Salary	
	Starting	Final
Reason for Leaving:		May we contact this supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

**PLEASE NOTE:** As part of background and reference check procedures, the Norwich Public Schools may contact your current and former employers(s), including but not limited to immediate supervisors.

## MISCELLANEOUS

1. Have you ever been convicted of a crime? ☐ No ☐ Yes If yes, please attach explanation, including the date of conviction(s), date of release from custody (if any), the nature of the offense(s), and other pertinent information.
2. Are any criminal charges pending against you at this time? ☐ No ☐ Yes
3. Were you previously employed by us? ☐ No ☐ Yes (If yes, when?): \_\_\_\_\_
4. List any friends or relatives working for us: \_\_\_\_\_
5. If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_
6. Are there any other experiences, skills, or qualifications that you possess which would benefit the Norwich Public Schools?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### MILITARY SERVICE RECORD

Were you in the Armed Forces? ☐ Yes ☐ No If yes, what branch? \_\_\_\_\_

Dates of duty      From \_\_\_\_\_      To: \_\_\_\_\_      Rank at discharge \_\_\_\_\_  
                                 Month Day Year      Month Day Year

Please list any duties or training undertaken during military service that would be of benefit in the position(s) applied for or of general benefit to the Norwich Public Schools:

**FOR NURSE APPLICANTS**

CT LICENSE #

CPR CERTIFICATION DATE:

### REFERENCES

Give the names of three persons not related to you who are familiar with your work.

Name

Address

Phone Number

Relationship to Applicant

1.

2.

3.

I have answered all of the questions to the best of my ability. I hereby certify that there are no omissions of any kind, and no misrepresentations or falsifications, and that the answers are true, accurate and are made in good faith. I understand and acknowledge that, if I am hired by the Norwich Public Schools, any omission, misrepresentation or falsification of any kind may be grounds of immediate termination of my employment, or, if not yet hired, cancellation of any further consideration of my application for employment.

I hereby authorize the Norwich Public Schools to conduct any and all necessary inquiries as to my character, reputation, background and ability to perform in the position I am applying for. I specifically authorize the Norwich Public Schools to contact any and all of the educators, employers, and references listed on this application, and I authorize such educators, employers and references to release to the Norwich Public Schools any and all information, orally or in writing (including document and/or other records) regarding my education, employment history, background, and any other matter related to my application for employment with the Norwich Public Schools, and I hereby release such persons from any and all legal liability in connection with the same.

I understand and agree that I may be required, upon receiving a conditional offer of employment from the Norwich Public Schools, to submit to fingerprinting and to national and state criminal history records checks. I fully authorize the Norwich Public Schools to conduct any and all such records checks and I agree to cooperate in such checks and hereby release the Norwich Public Schools from any and all legal liability in connection with the same.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

1. Mail this completed application to:

NORWICH PUBLIC SCHOOLS  
PERSONNEL DEPARTMENT  
90 Town Street  
Norwich, CT 06360

2. Have your college placement office forward your confidential folder and transcript to the above.

**WE WILL CONTACT YOU IF AN INTERVIEW IS TO BE ARRANGED.**

Thank you for your interest in the Norwich Public Schools

REV. 12/29/10