

# GRISWOLD PUBLIC SCHOOLS

2 North Main Street  
Jewett City, CT 06351  
(860) 376 - 7600

## NONCERTIFIED EMPLOYMENT APPLICATION

This employment application must be accompanied by a cover letter, current resume, three reference letters.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Work Phone \_\_\_\_\_

### POSITION:

I am applying for the following:

\_\_\_\_\_

School Preference, if any \_\_\_\_\_

**PRESENT EMPLOYER:** \_\_\_\_\_ **Present Salary** \_\_\_\_\_

Are you presently under contract? \_\_\_ Yes \_\_\_ No

Earliest date you could be available for employment? \_\_\_\_\_

### GENERAL QUESTIONS:

1. Have you worked in a similar position before? Yes \_\_\_\_\_ No \_\_\_\_\_

2. Reasons for seeking employment? \_\_\_\_\_

### PLEASE INDICATE HOW YOU HEARD ABOUT THIS POSITION:

Newspaper (Name and Date): \_\_\_\_\_

Colleague: \_\_\_\_\_

Job Vacancy Notice: \_\_\_\_\_ Other: \_\_\_\_\_

### FOR OFFICE USE ONLY:

Date application received \_\_\_\_\_

Was interview granted? \_\_\_\_\_ If Yes, date: \_\_\_\_\_

Final status of application \_\_\_\_\_

(OVER)

Application Revised 8/8/07

It is the policy of the Griswold Board of Education not to discriminate in any of its education programs, activities or employment practices on the basis or race, sex, national origin, color, religion, handicapping condition, age, sexual orientation, marital status or ancestry.

I authorize the Griswold Public Schools to contact all of the educational institutions, prior employers and personal references as submitted as part of this application to obtain information concerning my education, employment history, qualifications and other information related to my application with the Griswold Public Schools. I authorize such educational institutions, employers and personal references to provide such information to the Griswold Public Schools.

1) Have you ever been convicted of a crime?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, give details \_\_\_\_\_

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2) Do you have any criminal charges currently pending against you?

Yes \_\_\_\_\_ No \_\_\_\_\_ Please explain \_\_\_\_\_

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3) Are you a U.S. Citizen?

Yes \_\_\_\_\_ No \_\_\_\_\_ If no, what kind of visa do you hold? \_\_\_\_\_

Visa Expiration Date: \_\_\_\_\_

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I understand that a charge or conviction will not necessarily result in a rejection of my application, but that the nature of the charge/conviction would be considered as it relates to the performance of the job duties in question.

All employees must be fingerprinted prior to commencement of employment. The Griswold Public Schools will report all findings of criminal history to the State Department of Education as required by law.

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the responses given are true, complete and accurate to the best of my knowledge and are made in good faith. I understand that any misrepresentation, omission or falsification, may be grounds for immediate discharge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date