

Salem School District

200 Hartford Road
Salem, Connecticut 06420-3804



Last Name

First Name

Date

Position for which you are applying: _____

APPLICATION FOR EMPLOYMENT TEACHING

Applications are considered to be complete when the following information has been received:

1. Letter of application
2. A completed application form
3. An up-to-date resume
4. A current set of college or university transcripts, *to be requested by the applicant.*
5. A photocopy of your current Connecticut teaching certificate and any other Connecticut certification you may have. You must be certified by the State of Connecticut to teach in Salem.
6. Three current letters of reference from individuals who can support your candidacy for a teaching position.

Applications are accepted even though there are no openings to expedite matters in case a vacancy does develop. All applications and any records received by this office are kept on file for one year after receipt unless a written request is made to reactivate the file.

Please send completed application to:

Salem School District

Attn: Jennifer Kayser, Executive Assistant to the Superintendent

200 Hartford Road

Salem, CT 06420-3804

The Salem Board of Education ("The Board") is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis prohibited by law. The Board considers applicants for all positions without regard to race, color, religion, creed, national origin, ancestry, sex, sexual orientation, marital status, age, physical or mental disability (including, but not limited to, intellectual disability, present or past history of mental disability, intellectual disability, learning disability or physical disability, including, but not limited to, blindness), gender identity or expression, genetic predisposition or carrier status, veteran status, or any other basis prohibited by local, state and federal laws, and provides equal access to the Boy Scouts and other designated youth groups. The Board does not discriminate on the basis of any such legally protected status in any of its educational activities or employment policies. The following person has been designated to handle inquiries regarding the Board's non-discrimination policies: Joseph Onofrio II, Superintendent, Salem School District, 200 Hartford Road, Salem, CT 06420, phone: 860-892-1223

PERSONAL INFORMATION

Last Name	First Name	Middle Initial
Social Security Number		
Home Address		
Business Address		
Telephone Number(s)		
Home	Cell	Work
Email Address		

Are you either a U.S. citizen or an alien authorized to work in the United States? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status? ☐ Yes ☐ No

If employment is offered, can you provide documentation required by law to establish work authorization and identity? ☐ Yes ☐ No

How did you hear about us? ☐ Newspaper ☐ Website ☐ Other _____

On what date would you be available to work? _____

Are you available to work: ☐ Full-time ☐ Part-time

Do you have any friends or relatives working here? ☐ Yes ☐ No

If yes, list name and relationship to you:

REFERENCES

Give the names of three persons not related to you whom you have known at least one year (or attach references).

NAME	POSITION	ADDRESS / PHONE
1.		
2.		
3.		

EDUCATION AND TRAINING

School	Location	Degree	Area of Concentration

Academic Scholarships/Awards _____

Status of Certification: ☐ Current ☐ Pending

PRAXIS I: CBT Passed: ☐ Yes ☐ No ☐ Waived

PRAXIS II Passed: ☐ Yes ☐ No

State(s) Certification Issued and Expiration Date(s):

Please indicate what type of certificate(s) you hold or is pending (e.g. initial, provisional, professional) and in what subject(s) or area(s) you hold this certificate:

Has any license or certification you have held been surrendered, suspended or revoked for any reason? If so, please explain:

Have you achieved tenure in a public school system in Connecticut? ☐ Yes ☐ No

If yes, school district where you achieved tenure _____ Date you achieved tenure _____

Have you ever been non-renewed? ☐ Yes ☐ No What district? _____

If yes, explain _____

Have you been a member of the Armed Forces: ☐ Yes ☐ No

Branch of Service: _____ Years of Service: _____

TEACHING EXPERIENCE

Please provide your complete employment history in teaching. Do not omit any teaching jobs.

Employer _____	From _____ To _____
Address _____	Hourly Rate/Salary _____
Telephone Number(s) _____	Job Title _____
Duties and Accomplishments _____	

Supervisor (Name & Title) _____

Reason for leaving _____

Employer _____	From _____ To _____
Address _____	Hourly Rate/Salary _____
Telephone Number(s) _____	Job Title _____
Duties and Accomplishments _____	

Supervisor (Name & Title) _____

Reason for leaving _____

Employer _____	From _____ To _____
Address _____	Hourly Rate/Salary _____
Telephone Number(s) _____	Job Title _____
Duties and Accomplishments _____	

Supervisor (Name & Title) _____

Reason for leaving _____

(If you need additional space, please continue on the back of this application or attach additional sheets.)

Teaching Application

OTHER RELEVANT NON-TEACHING EXPERIENCE

Provide your complete non-teaching employment history and experience for the past 10 years. Do not omit any non-teaching jobs. Include any job-related military service assignments and volunteer activities.

Employer _____	From _____ To _____
Address _____	Hourly Rate/Salary _____
Telephone Number(s) _____	Job Title _____
Duties and Accomplishments _____	

Supervisor (Name & Title) _____

Reason for leaving _____

Employer _____	From _____ To _____
Address _____	Hourly Rate/Salary _____
Telephone Number(s) _____	Job Title _____
Duties and Accomplishments _____	

Supervisor (Name & Title) _____

Reason for leaving _____

(If you need additional space, please continue on the back of this application or attach additional sheets.)

Have you ever been dismissed, involuntarily terminated or forced to resign from any type of employment position? ☐ Yes ☐ No

If yes, please explain:

[illegible]

APPLICANT'S AGREEMENT AND CERTIFICATION

I certify that the answers given in this application are true to the best of my knowledge.

I understand that the use of this application form does not indicate that there are any positions open and does not in any way obligate the Salem Board of Education ("The Board").

I understand that should I be granted an interview, no representations that may be made at the interview are to be construed as creating any obligation, promise or contract on behalf of the Board.

I understand that should the Board determine that this information (given in my application, resume, or interview) is false that (a) I will be disqualified from further consideration for employment and (b) that I will be subject to termination, regardless of the extent or nature of my employment with the Board to that date.

I acknowledge and authorize the Board to make contacts and inquiries to verify any of the information I have included in my application.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks and satisfactory completion of any pre-employment testing required.

I have read, understood and agree to the foregoing.

Applicant's Signature

Date _____

CRIMINAL BACKGROUND

This portion of the application will only be reviewed by members of the Personnel Department (or the person(s) in charge of employment) and anyone involved with interviewing the applicant.

Connecticut State Law provides authorization to conduct criminal background checks of all employees effective July 1, 1994.

NOTICE CONCERNING ERASED CRIMINAL RECORDS: In answering the following questions concerning criminal history, please disregard criminal charges or convictions that have been erased pursuant to Connecticut General Statutes §§46b-146, 54-76o, or 54-142a. Criminal records pertaining to the following are subject to such erasure: (a) a finding of delinquency or that a child was a member of a family with service needs, (b) an adjudication as a youthful offender, (c) a criminal charge that has been dismissed or nolle, (d) a criminal charge for which you have been found not guilty, and (e) a conviction for which you received an absolute pardon. **YOU ARE NOT REQUIRED TO DISCLOSE SUCH RECORDS IF THEY HAVE BEEN ERASED.** Any person whose criminal records are erased as described above shall be considered to have never been arrested and may so swear under oath.

Have you ever been convicted of or pleaded guilty or no contest to a violation of any State, Federal, County, or Municipal law? (*Do not include minor traffic violations*) ☐ Yes ☐ No

If yes, please give information regarding the nature of the charge, date and location of the conviction or adjudication of the charge and the final disposition of the case:

Has there ever been a disposition of criminal charges against you other than (a) a dismissal or acquittal or (b) an arrest, criminal charge or conviction for which the records have been erased? ☐ Yes ☐ No

If yes, please give information regarding the nature of the charge, date and location of the conviction or adjudication of the charge, and the final disposition of the case:

Are any criminal charges pending at this time? (*Do not include minor traffic violations*) ☐ Yes ☐ No

If yes, please give information regarding the nature of the charge and the present status of the case:

Are you currently enrolled in a program of deferred adjudication (e.g., accelerated rehabilitation, pre-trial drug or alcohol education, pursuant to Connecticut General Statutes §54-56g)? ☐ Yes ☐ No

If yes, please identify the jurisdiction in which such program is pending and give information regarding the nature of such program, the criminal charges against you and the present status of the case:

Have there ever been finding of "child abuse" or "neglect" against you, including but not limited to any such finding(s) by the Department of Children and Families or similar agency, either within or outside the State of Connecticut? ☐ Yes ☐ No

If yes, please identify the approximate date, location and the nature and/or basis of the finding, any criminal charges against you and the present status of the case:

Does your name appear in any Sex Offender Database or Registry, either within or outside the State of Connecticut? ☐ Yes ☐ No

If yes, please identify the jurisdiction/location of said Database or Registry, the basis for your inclusion in said Database or Registry (including the nature of the offense that led to your inclusion):

I understand that the information provided above will not necessarily result in the rejection of my application, but that the nature of the information will be considered as it relates to the performance of the job duties in question and in light of the requirements of State and Federal law.

I understand that if I am employed by the Salem Board of Education I will be required to submit to a state and national criminal history records check for 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 further understand and agree that if I have been convicted of a crime that has not been disclosed as part of my application for employment, my employment will be subject to termination.

I hereby authorize any and all law enforcement agencies, current and former employers, credit agencies, academic institutions and any other persons or entities to supply any information regarding my background to the Salem School District and its agents and employees, and I hereby release all such former employers, law enforcement agencies, credit agencies, academic institutions, other persons or entities, and their agents and employees from any liability arising from the supplying and use of such information.

I declare under the penalties of false statement that I have read and understand the terms of this employment application and attest to the truth and accuracy of the information I have provided herein. I understand that false or misleading statements on this application shall be a basis for disqualification from further consideration for employment and, if I am employed, for dismissal from employment.

Applicant's Signature

Date

The Salem School District is an equal opportunity employer as required by Federal regulations. Inquiries concerning district nondiscriminatory practices may be directed to the Superintendent of Schools, 200 Hartford Road, Salem, CT 06420-3804 or to the Director of Office of Civil Rights, Department of Education, Washington, DC 20201.