



NORWALK PUBLIC SCHOOLS

Human Resources Office
125 East Avenue • P.O. Box 6001
Norwalk, Connecticut 06852-6001
203-854-4016 • 203-854-4055
FAX: 203-854-4095

APPLICATION FOR NON-CERTIFIED EMPLOYMENT

Secretaries/Clerks/Instructional Aides/Technicians/Executive Support Group

Date: _____

Name _____
Last First Middle Social Security No.

Address _____ Phone _____
Street

City State Zip

Check all positions that you are interested in:

Instructional Aide

Secretarial/Clerical

Technician

Substitute (non-certified)

Other

For Office Use Only	
<input type="checkbox"/> Criminal Record Check	<input type="checkbox"/> Reference Check
<input type="checkbox"/> Physical Form	<input type="checkbox"/> W-4 State
<input type="checkbox"/> Pension	<input type="checkbox"/> W-4 Federal
<input type="checkbox"/> I-9 Form & Verification	<input type="checkbox"/> Medical/Health/Life Insurance
	<input type="checkbox"/> Other

AN EQUAL OPPORTUNITY EMPLOYER

The Norwalk Board of Education is an equal opportunity employer. It hires qualified personnel based upon the individual merits and achievements of applicants and employees. All hiring decisions are made without regard to race, religion, color, national origin, gender, age, marital status, sexual preference, or physical or mental disability of any applicant.

Educational Preparation

	School/College	Dates Attended	Diploma/Degree	Major	Year of Graduation
High School					
Post High School or College					

Additional Training or Courses

Work Experience

From (dates)	To (dates)	Employer	Address	Assignment

Other Related Experience

What additional experience or special skills do you have in addition to those mentioned above, e.g. computer, instruction, child care, volunteer work?

Company/Agency/Organization	Dates	Nature of Experience

References (Most Recent Employers)

Company Name	Supervisor's Name	Address	Telephone

NORWALK PUBLIC SCHOOLS
Norwalk, CT

OPTIONAL

Submission of this information is voluntary, and refusal to provide it will not subject you to discharge, disciplinary treatment or any other adverse consequences. Information obtained concerning individuals will be kept confidential and will be used only in accordance with federal regulations.

INVITATION TO SELF-IDENTIFY

Last Name	First	Middle	Social Security Number
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City	State	Zip Code
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The Civil Rights Act of 1964 (title 42, United States Code, Section 20000e et seq.) and related laws and regulations require employers to monitor their equal employment opportunity compliance on a continuing basis. To aid in this review process, you are requested to identify your gender and group on this form. The information you furnish will be maintained only for the purpose of monitoring compliance with applicable laws and regulations concerning equal employment and will not be used for any other purpose.

GROUP STATUS (Check One)

- American Indian or Alaskan Native
- Asian or Pacific Islander
- Black (not Hispanic)
- Hispanic
- White (not Hispanic)

GENDER

- Female
- Male

Applicant's Signature _____ Date _____

NORWALK PUBLIC SCHOOLS
Norwalk, Connecticut 06852

CRIMINAL RECORDS

ADDENDUM TO EMPLOYMENT APPLICATION

NOTICE CONCERNING ERASED CRIMINAL RECORDS: In answering the following questions concerning criminal history, YOU ARE NOT REQUIRED TO DISCLOSE THE EXISTENCE OF ANY ARREST, CRIMINAL CHARGE OR CONVICTION THE RECORDS OF WHICH HAVE BEEN ERASED PURSUANT TO C.G.S. §§46b-146, 54-76o, or 54-142a. Under these statutory provisions, records pertaining to the following are subject to 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 defender, (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. Any person whose criminal records have been erased shall be considered to have never been arrested with respect to the proceedings so erased and may so swear under oath.

1. Have you ever been convicted of a felony or any other criminal offense, either within or outside the State of Connecticut, other than a conviction of which the records have been erased? ___Y ___N

If so, identify the approximate date, location and nature of each such conviction on a separate sheet of paper and attach to this addendum. For purposes of this application, a plea of “no contest” or “nolo contendere” is a conviction.

2. Has there ever been a disposition of criminal charges against you for which the records have not been erased? ___Y ___N

If so, identify the approximate date, location and nature of each such disposition and the nature of the charges against you. (If additional space is needed, please attach a separate sheet to this form.)

3. Are any criminal charges pending against you either within or outside the State of Connecticut? ___Y ___N

If so, identify the jurisdiction in which such charges are pending and the nature of the charges filed against you. (If additional space is needed, please attach a separate sheet to this form.)

4. Are you currently participating in a program of deferred adjudication (e.g., accelerated rehabilitation, pre-trial drug or alcohol education, pursuant to Connecticut General Statutes section 54-56g)? ___Y ___N

If so, identify the jurisdiction in which such program is pending and the nature of the charges filed against you. (If additional space is needed, please attach a separate sheet to this form.)

Print Name _____

Signature _____

Date _____