



NORWALK PUBLIC SCHOOLS

Human Resources Office
125 East Avenue • P.O. Box 6001
Norwalk, Connecticut 06852-6001
(203) 854-4016 • (203) 854-4055
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APPLICATION FOR EMPLOYMENT

Substitute Teacher

Date _____

Name _____
Last First Middle Social Security No.

Address _____
Street Phone (with Area Code)

City State Zip

Check levels where you are interested in substitute teaching. Unless otherwise indicated, you will be included on all the schools at grade levels checked.

- Elementary - _____
- Middle School - _____
- High School - _____

Check Days Available: M - F or only M T W Th F

For Office Use Only

Criminal Record Check Degree Verification
 Reference Check 1-9 Form & Verification
 W-4 (Fed.) W-4 (State) 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.

APPLICATION FOR SUBSTITUTE TEACHING * PAGE 2

EDUCATIONAL BACKGROUND: List all schools attended.

	SCHOOL	LOCATION	DATES	COURSE	DEGREE
High School					
College or University					
Graduate Studies					
Other					

WORK EXPERIENCE: List below all present and past employment, beginning with your most recent.

	Name and Address of Company and Type of Business	Dates	Job Performed	Reason For Leaving	Name of Supervisor
1.		From To			
2.		From To			
3.		From To			

Add additional pages if necessary.

APPLICATION FOR SUBSTITUTE TEACHING * PAGE 3

RELATED EXPERIENCE WORKING WITH CHILDREN: Including Volunteer Work, Summer Camp, Tutoring

Name and Address of Agency, Organization or Individual	Dates	Job Performed	Reason For Leaving	Name of Supervisor
1.	From To			
2.	From To			
3.	From To			

Add additional pages if necessary.

REFERENCES: List names, addresses and telephone numbers of two references (Most Recent Employers/Supervisors):

(Name/Title) (Address) (City/State/Zip)

(Phone #)

(Name/Title) (Address) (City/State/Zip)

(Phone #)

In your own words:

What would you do to be the most reliable, dependable substitute teacher?

ENCLOSE COPY OF:

- 1) Transcripts (graduate and undergraduate)
- 2) Connecticut teacher certificate (if held)
- 3) Resume

Disclosure of criminal convictions on the separate form constitutes part of this application. False statements on that form shall be considered sufficient cause for dismissal.

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

Date

Signature of Applicant

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 _____

