



NORWALK PUBLIC SCHOOLS
125 EAST AVENUE, P. O. BOX 6001
NORWALK, CONNECTICUT 06852-6001

APPLICATION FOR EMPLOYMENT
*** ADMINISTRATIVE ***

PLEASE TYPE OR PRINT LEGIBLY

Date: _____

Name: _____ SS#: _____
Last First Middle Initial

Present Address: _____
Street City State Zip Code

Phone: (Home) _____ (Work): _____
Area Code Area Code

Permanent Address: _____
Street City State Zip Code

Phone: (Home) _____ (Work): _____
Area Code Area Code

APPLYING FOR:

FOR OFFICE USE ONLY

- | | | |
|---|--|--|
| <input type="checkbox"/> Copy of CT Certification | <input type="checkbox"/> W4 (Federal) | <input type="checkbox"/> W4 (State) |
| <input type="checkbox"/> Official Transcripts | <input type="checkbox"/> CT Teacher's Retirement Form #2 | <input type="checkbox"/> #19A <input type="checkbox"/> #31A <input type="checkbox"/> |
| <input type="checkbox"/> Form 1-9 & Verification | <input type="checkbox"/> Physical Form | |
| <input type="checkbox"/> Salary Plan: 22 <input type="checkbox"/> 26 <input type="checkbox"/> | <input type="checkbox"/> Verification of Professional Employment | |
| <input type="checkbox"/> Evidence of Military Service | <input type="checkbox"/> Insurance | |
| <input type="checkbox"/> Criminal Record Check | | |

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.

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Type of Connecticut Certificate you hold: (Please enclose a copy) _____
Endorsements (Include Grade and/or Subjects) _____
Applicants must assume full responsibility for proper certification by the Connecticut State Department of Education.

List all graduate credits. Credits not listed below will not be considered at a later date toward salary schedule advancement. (Official transcripts will required at a later date).

EDUCATIONAL PREPARATION:

Name of School:	Dates:		Specialization:				Degree or Diploma:
	University - Undergraduate	From	To	Major	Semester Hours	Minor	

OTHER EDUCATIONAL EXPERIENCE: (INTERNSHIP, INSTITUTES, ETC.)

Name of School or Agency:	Dates:	Assignment:	Supervisor In Training:

SCHOLASTIC HONORS AND AWARDS:

LEADERSHIP EXPERIENCES/RELATED PROFESSIONAL EXPERIENCE:

Nature of Experience:	Dates:	
	From	To

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PROFESSIONAL EMPLOYMENT:

Experience not listed below will not be considered at a later date toward salary schedule advancement. Attach additional sheet if necessary.

Name of School/District: _____	Telephone # _____
Address: _____	Employed From: _____ To: _____
Position: _____	Grade Level: _____ District Size: _____
Name of Supervisor: _____	

Name of School/District: _____	Telephone # _____
Address: _____	Employed From: _____ To: _____
Position: _____	Grade Level: _____ District Size: _____
Name of Supervisor: _____	

Name of School/District: _____	Telephone # _____
Address: _____	Employed From: _____ To: _____
Position: _____	Grade Level: _____ District Size: _____
Name of Supervisor: _____	

Name of School/District: _____	Telephone # _____
Address: _____	Employed From: _____ To: _____
Position: _____	Grade Level: _____ District Size: _____
Name of Supervisor: _____	

We may contact the employers listed above unless you indicate those you do not want us to contact.

DO NOT CONTACT: _____
Employer

Reasons:

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DESCRIBE AN EDUCATIONAL PROGRAM OR PROJECT DEVELOPED BY YOU WHILE IN A LEADERSHIP POSITION.

Disclosure of criminal convictions on the separate form constitute 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

Send **completed** application to:

PERSONNEL OFFICE
NORWALK PUBLIC SCHOOLS
125 EAST AVENUE, BOX 6001
NORWALK, CT 06852-6001

To give proper consideration to your application, please send the following documents:

- * Completed Application
- * Resumé
- * Three Letters of Reference
- * Copy of Connecticut Certification(s)
- * Copies of all Transcripts: Undergraduate, Graduate, Post-Graduate

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 _____

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 First Middle Social Security No.

City State Zip

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 _____