



EAST LYME PUBLIC SCHOOLS

East Lyme Public Schools

P.O. Box 176, East Lyme CT 06333

860-739-3966 (Fax) 860-739-1215

Last Name

First Name

Date

APPLICATION FOR EMPLOYMENT **SECRETARIAL, CUSTODIAL, HEALTH AIDE**

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. Three current letters of reference.

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 three years after receipt unless a written request is made to reactivate the file.

Please send completed application to:

Assistant Superintendent of Schools
East Lyme Board of Education
P.O. Box 176, 165 Boston Post Road
East Lyme, CT 06333

The East Lyme 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, gender, national origin, age, disability, marital or civil union party status, veteran status, sexual orientation or any other legally protected status. The Board does not discriminate on the basis of any such legally protected status in any of its educational activities or employment policies.

Revised October 2009

Secretary, Custodian, Health Aide

EAST LYME PUBLIC SCHOOLS

PERSONAL INFORMATION

Last Name		First Name		Middle Name		
Address:		Number	Street	City	State	Zip Code
Telephone Number(s):		Home	Work	Cell		
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 produce documentation required by law to establish work authorization and identity? Yes No

Position(s) applied for: _____

How did you hear about us? Newspaper Internet 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 N

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).

	<u>NAME</u>	<u>ADDRESS</u>	<u>HOME PHONE</u>	<u>BUSINESS PHONE</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

EAST LYME PUBLIC SCHOOLS

EDUCATION AND TRAINING

School	Location	Degree	Area of Concentration

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

Branch of Service: _____ Years of Service: _____

Reason for leaving _____

Secretarial Candidates:

Typing (words per minute): _____ Stenography * (words per minute): _____
(*not a requirement for all positions; testing may be required)

Have you operated multiple phone lines? Yes _____ No _____

Are you experienced with Microsoft Office? Yes _____ No _____
PowerPoint? Yes _____ No _____
Access? Yes _____ No _____
Excel? Yes _____ No _____
Desktop Publishing? Yes _____ No _____
Database Management? Yes _____ No _____

Are you experienced with Microsoft Outlook? Yes _____ No _____
Outlook Calendar? Yes _____ No _____
Outlook Meeting Maker? Yes _____ No _____

Health Aide Candidates:

Do you have First Aid certification? Yes _____ No _____

Date issued: _____ Date of expiration: _____

EAST LYME PUBLIC SCHOOLS

EXPERIENCE

Provide your complete employment history and experience for the past 10 years. Include any job-related military service assignments and volunteer activities.

Employer/Organization _____ From _____ To _____

Address _____ Hourly Rate/Salary _____

Telephone Number(s) _____ Job Title _____

Duties & Accomplishments _____

Supervisor (Name and Title) _____

Reason for leaving _____

Employer/Organization _____ From _____ To _____

Address _____ Hourly Rate/Salary _____

Telephone Number(s) _____ Job Title _____

Duties & Accomplishments _____

Supervisor (Name and Title) _____

Reason for leaving _____

Employer/Organization _____ From _____ To _____

Address _____ Hourly Rate/Salary _____

Telephone Number(s) _____ Job Title _____

Duties & Accomplishments _____

Supervisor (Name and Title) _____

Reason for leaving _____

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

EAST LYME PUBLIC SCHOOLS

Have you ever been dismissed, involuntarily terminated or forced to resign from any type of employment position?

Yes

No

If yes, please explain: _____

In the space provided below or on a separate sheet of paper, write why you feel you are qualified for the vacancy you seek:

EAST LYME PUBLIC SCHOOLS

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 East Lyme 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 false or misleading information given in my application, resume, interview(s) or during the course of my employment may result in withdrawal of a job offer or discipline up to and including termination of employment, whenever the omission or falsehood is discovered.

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.

Signature of Applicant

Date

EAST LYME PUBLIC SCHOOLS

NOTICE OF BACKGROUND CHECK AND FAIR CREDIT REPORTING ACT DISCLOSURE

As part of the interview process, the East Lyme Board of Education may conduct a background check. If you are hired, The Board may also conduct a background check in deciding whether to continue your employment and when making other employment-related decisions directly affecting you. As part of the background check, The Board may obtain a "consumer report" from a "consumer reporting agency." These terms are defined in the Fair Credit Reporting Act ("FCRA"), which applies to you. A consumer report includes information regarding such issues as your credit standing, criminal record, motor vehicle record, character and reputation. If The Board obtains a "consumer report" about you, and considers any information in the "consumer report" when making an employment-related decision that directly and adversely affects you, you will be provided with a copy of the report before the decision is finalized, except that you may not be provided with a copy of a report concerning an investigation of your misconduct before the decision is finalized. You may also contact the Federal Trade Commission in Washington, D.C., about your rights under the FCRA as a consumer with regard to "consumer reports" and the "consumer reporting agencies" that prepare these reports. Your signature below authorizes The Board to obtain consumer reports regarding you from consumer reporting agencies in connection with your application and during the course of your employment if you are hired. Please note that if you have placed a "freeze" on your credit file in conjunction with the Connecticut law that permits such a restriction on accessing your information, you will be required to lift that freeze for The Board to obtain a credit report and to complete its employment application process. A delay in lifting the freeze may delay or halt the processing of your employment application.

To perform the background check, please provide the following information:

Social Security No.: _____ - _____ - _____ Date of Birth: _____
Driver's License No: _____ State: _____
Print Name: _____ Former Name (if any): _____
Current Address: _____ How Long? _____
Previous Addresses (if any) for last 7 years: _____

AUTHORIZATION TO COLLECT BACKGROUND INFORMATION

I have applied for employment with the East Lyme Board of Education ("The Board"). I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize representatives of The Board to obtain pertinent information from my previous employers, references, and other persons with knowledge of my work history and background, financial history, education, regulatory or police records, driving records, licensing status or professional designation, and character or reputation, and to consider the information provided by the background check when making decisions regarding my application, and if hired, my employment.

I authorize all previous employers, references or other persons having knowledge of my record or me to release such information to The Board, and hereby release all persons from liability for any damage that may result from furnishing such information to The Board.

A photocopy of this authorization may be accepted in lieu of the original.

Signature: _____ Date: _____

EAST LYME PUBLIC SCHOOLS

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 IN INTERVIEWING THE APPLICANT.

Have you ever been convicted of or pleaded guilty or nolo contendere (no contest) to a violation of any state, federal, county or municipal law? Yes No
(Do not include minor traffic violations)

NOTE: Applicants are not required to disclose the existence of an arrest, criminal charge or conviction for which records have been "erased." The types of records subject to erasure under Connecticut law are as follows: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nolled"; (d) a criminal charge for which the person was found not guilty; and (e) a conviction for which the person received an absolute pardon. Any applicant whose criminal records were erased will be considered to have never been arrested and may so swear under oath.

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

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

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

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 further understand that if I am hired, I will need to submit fingerprint information for state and national criminal history records checks.

Applicant's Signature: _____ Date: _____

EAST LYME PUBLIC SCHOOLS

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

Government agencies require periodic reports on the gender, ethnicity and veteran status of applicants. This data is for analysis in preparing government reports and for affirmative action purposes only. It is confidential and will be kept separate from your application. Those making the hiring decision will not use it. **YOU ARE NOT REQUIRED TO PROVIDE THIS INFORMATION BUT YOUR COOPERATION IN COMPLETING THIS FORM WOULD BE APPRECIATED.**

Position Applied For: _____ GENDER: Male _____ Female _____

RACE/ETHNIC GROUP (see definitions below) (CHECK ONE):

White _____ Black or African American _____ Asian _____ Hispanic or Latino _____
Native Hawaiian or Other Pacific Islander _____ American Indian or Alaska Native _____ Two or More Races _____

VETERAN STATUS (see definitions below) (CHECK ONE, IF APPLICABLE):

Recently Separated Veteran _____ Armed Forces Service Medal Veteran _____

Other Protected Veteran _____

DEFINITIONS:

White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black or African American (Not Hispanic or Latino): A person having origins in any of the Black racial groups of Africa.

Asian (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Hispanic or Latino: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

American Indian or Alaska Native (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino): All persons who identify with more than one of the above five races.

Recently Separated Veteran: any veteran who served on active duty in the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran's discharge or release from active duty.

Armed Forces Service Medal Veteran: any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a U.S. military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Other Protected Veteran: veterans who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense. To identify the campaigns or expeditions that meet the criterion identified herein, please refer to <http://www.opm.gov/veterans/html/vgmedal2.htm> or contact (301) 306-6752.

EAST LYME PUBLIC SCHOOLS

**NOTICE TO APPLICANTS REGARDING
PRE-EMPLOYMENT DRUG TESTING**

Any individual who is a final candidate for employment with the East Lyme Board of Education ("The Board") will be required to submit to a urinalysis drug test as a mandatory part of the employment application process.

This notice serves as a written statement of The Board's intention to conduct drug testing as part of the application process. The testing will be conducted in accordance with the procedures required by applicable state and federal regulations.

Tested applicants will be given a copy of any positive test result. All test results shall be considered confidential by The Board and shall not be disclosed to the employees of The Board, or any other person, other than to those persons for whom such disclosure is necessary. Positive test results, or a refusal to sign this consent form and participate in pre-employment drug testing, shall be grounds for denial of employment.

Arrangements for testing will be made by a representative of The Board, in consultation with each applicant. Cooperation in scheduling the testing is important for processing an application.

By signing below, you consent to be drug tested and acknowledge you have thoroughly read the foregoing notice and you understand and agree that in order to be considered for employment with The Board, you will comply in full with The Board's drug testing requirements and policy.

Applicant Signature

Date

Name (Please Print)