



# Avon Old Farms School

## Application for Employment

Avon Old Farms School is an Equal Opportunity Employer. Except in cases of a bona fide occupational qualification or need, Avon Old Farms School complies with all applicable Federal and State laws that prohibit discrimination against applicants for employment on the basis of race, color, religious creed, age, sex, sexual orientation, marital status, national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability or physical disability, including but not limited to blindness. Minorities, women and Veterans of the Uniformed Services are encouraged to submit applications to Avon Old Farms School. If you require reasonable accommodation to complete the application and/or interview process please speak with the person who provided you with this application.

Today's Date: \_\_\_\_\_ Date Available: \_\_\_\_\_

Please state position(s) you are applying for:

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General Instructions: Please respond to every question on the application form, but do not include extraneous or non-responsible information. If a question does not apply to you, please write "N/A" in the space provided. If you need more space to respond to a question, please attach a separate sheet, preceding each answer with the number of the questions you are answering. Failure to respond to a question or inclusion of extraneous or non-responsive information means your application will not be considered.

1. Name (Last, First, and Middle Initial):

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2. Address: \_\_\_\_\_ Work Phone No. ( ) \_\_\_\_\_  
(Number and Street) Home Phone No. ( ) \_\_\_\_\_  
Cell Phone No. ( ) \_\_\_\_\_  
\_\_\_\_\_  
(City/Town) (State) (Zip Code)  
Best Time and place to reach you \_\_\_\_\_

3. Please check type of employment desired:  
\_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary

4. Hours available: \_\_\_\_\_  
Willing to work overtime? \_\_\_\_\_ Yes \_\_\_\_\_ No

5. Do any of your friends or relatives, other than spouse, work here? \_\_\_\_\_ Yes \_\_\_\_\_ No

6. Are you currently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No

7. May we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

8. Please answer Yes or No, to each of the following questions:

Over the age of 18? \_\_\_\_\_ Yes \_\_\_\_\_ No  
A previous applicant? \_\_\_\_\_ Yes \_\_\_\_\_ No  
A previous employee? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Legally able to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If hired, you must complete a Form I-9 for employment eligibility verification)

Do you have a drivers license? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Please answer only if the position you are applying for requires a driver's license)

9. Please tell us how you came to apply with Avon Old Farms School: (e.g., ad, referral, etc.)

\_\_\_\_\_

10. Have you ever been convicted of a crime, other than a traffic violation? \_\_Yes \_\_No

If "Yes", please describe the number of convictions, the specific offense(s) for which you were convicted, how many years ago the conviction(s) were entered. \*

\_\_\_\_\_

11. Are there any criminal charges currently pending against you? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes", please explain: \_\_\_\_\_

**\*Please note:** You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to section 46b-146, 54-76o or 54-142a of the Connecticut General statutes. Criminal records subject to erasure pursuant to these statutes are records pertaining to a finding of a delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or knolled, a criminal charge for which the person has been found not guilty or a conviction for which the person received absolute pardon. Any person whose criminal records have been erased pursuant to these statutes shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

12. Have you ever served in the US Armed Forces ? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please list any specialized training you received in the Armed Forces that would be of benefit in the position you are applying for:

\_\_\_\_\_

13. Work Experience

Please provide the following information for each position you have held during the past fifteen (15) years, starting with your most recent employment: Please fill in all information completely. Please do not fill in as "see resume". Applications with information filled out will only be considered.

Employer: \_\_\_\_\_ Dates \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Phone ( ) \_\_\_\_\_

Title(s)/Position(s) Held: \_\_\_\_\_

Duties of Position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person To Whom You Report: \_\_\_\_\_

Starting Salary/Wages: \_\_\_\_\_ Ending Salary/Wages: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

**Employer:** \_\_\_\_\_ **Dates** \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Employer's Telephone No.: \_\_\_\_\_

Title(s)/Position(s) Held: \_\_\_\_\_

Duties of Position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person To Whom You Report: \_\_\_\_\_

Starting Salary/Wages: \_\_\_\_\_ Ending Salary/Wages: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

**Employer:** \_\_\_\_\_ **Dates** \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Employer's Telephone No.: \_\_\_\_\_

Title(s)/Position(s) Held: \_\_\_\_\_

Duties of Position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person To Whom You Report: \_\_\_\_\_

Starting Salary/Wages: \_\_\_\_\_ Ending Salary/Wages: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

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**14. Educational Background:**

(Please answer these questions only if the position you are applying for requires a high school diploma, or other specific degree/educational requirements.)

A. Secondary Education: Please list all high schools that you attended

<u>Name</u>	<u>Location</u>	<u>Dates/Years</u>		<u>Diplomas</u>
		<u>Attended</u>	<u>Completed</u>	

B. Higher Education: Please list all schools that you attended since high school

<u>Name</u>	<u>Location</u>	<u>Dates/Years</u>		<u>Diplomas</u>
		<u>Attended</u>	<u>Completed</u>	

15. Please list any special skill(s), certification(s), license(s) or similar credentials you have that would be of benefit in the position you are applying for:

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16. Are you able to perform the specific job functions listed on the job description for the position you are applying for: \_\_\_\_\_ Yes \_\_\_\_\_ No

If your answer is "No", please list the specific job functions that you cannot perform:

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17. Please list three personal references, other than family members, who have known you for at least three years:

<u>Name</u>	<u>Years</u>		<u>Address</u>	<u>Phone</u> <u>Number</u>
	<u>Known</u>	<u>Known</u>		

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18. Please provide any additional information about yourself, or your employment/educational background, that you feel reflects upon your ability to perform the duties of the job you are applying for:

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**Acknowledgement and Release to Obtain Information**

I have answered all of the above questions to the best of my ability. I understand and acknowledge that any omissions I have made or misrepresentation or falsification, may be grounds to discontinue further consideration of my application, or for immediate termination of my employment if already hired. I further understand and acknowledge that, if Avon Old Farms School offers me employment, such employment is on an at-will basis, and that both Avon Old Farms School and I shall be free to end the employment relationship at any time and for any reason, should I choose to accept the offer. In the event of my employment by Avon Old Farms School, I will comply with all rules and regulations as set forth in Avon Old Farms School policy manual or the communications distributed to all employees, and as the same may from time to time be amended.

By signing below, I hereby voluntarily authorize Avon Old Farms School, its agents, officers and employees, to conduct a background check, including obtaining any criminal records and credit information, and to consider the information provided by the background check when making decisions regarding my employment at Avon Old Farms School.

I release Avon Old Farms School and its subsidiaries, affiliates and representatives and the providers of such information from any and all liability for damage of whatever kind which may at any time result to me, my heirs or assigns, because of compliance with this authorization, the conduct of this investigation and release of information or any attempt to comply with it.

I understand that, upon receiving a conditional offer of hire from Avon Old Farms School, I may be required to pass a medical examination prior to actual employment.

Name: \_\_\_\_\_

Signature

Date

Information for Background Check:

***\*Please do not fill out this section unless an offer of employment has been made***

Social Security Number: \_\_\_\_\_

Date of Birth \_\_\_\_\_