



Indian Mountain School

life through service

211 Indian Mountain Rd.  
Lakeville, CT 06039  
(860)435-0871

# Application for Employment

Date \_\_\_\_\_

Thank you for applying for employment at Indian Mountain School. The School is an equal employment opportunity employer and does not discriminate in any phase of employment. Completion of this application does not constitute an offer of employment. The School is an at-will employer, meaning either the School or an employee can terminate the employment relationship at any time for any reason. By completing and signing this application, you authorize the School to investigate the veracity of any and all information herein and you further release and indemnify the School from any and all liability associated with such investigation. As part of the hiring process, applicants who have been offered employment may be required to undergo a pre-employment physical examination, which may include drug testing.

In the event you are hired, this application will become part of your personnel file. Otherwise this application will be retained on file for a period of one year from the date of the employment decision.

## PERSONAL INFORMATION

NAME \_\_\_\_\_ SS# \_\_\_\_\_

Last First Middle

PRESENT ADDRESS \_\_\_\_\_

How long at this address? \_\_\_\_\_ Street City State Zip

PREVIOUS ADDRESS \_\_\_\_\_

How long at this address? \_\_\_\_\_ Street City State Zip

PREVIOUS ADDRESSES \_\_\_\_\_

(IF ANY, IN LAST 5 YEARS) Street City State Zip

Street City State Zip

PHONE NUMBER \_\_\_\_\_ FORM I-9 ATTACHED? \_\_\_\_ YES \_\_\_\_ NO Referred by \_\_\_\_\_

(Area Code)

If related to anyone in School's employ, state name and department \_\_\_\_\_

## EMPLOYMENT DESIRED

POSITION \_\_\_\_\_ Date you can start: \_\_\_\_\_ Salary requirement: \_\_\_\_\_

Are you employed now? \_\_\_\_ YES \_\_\_\_ NO If so, may we inquire of your present employer? \_\_\_\_ YES \_\_\_\_ NO

## EDUCATION

	Name & Location of School	Years Attended:	Date Graduated:	Subjects Studied
Secondary School				
College				
Graduate School				

Subjects of Special Study or Research Work \_\_\_\_\_

Job Related Skills and Abilities \_\_\_\_\_

U.S. Military \_\_\_\_ YES \_\_\_\_ NO If yes, attach copy of DOD Form DD214. Present Membership in National Guard or Reserves \_\_\_\_\_

Current driver's license, and endorsement(s), if any:

License Number \_\_\_\_\_ Issuing State \_\_\_\_\_ Endorsement(s) \_\_\_\_\_ Exp. Date \_\_\_\_\_

**FORMER EMPLOYERS** (List below last three employers, starting with most recent.)

	Name & Address of Employer	Salary	Position	Reason for Leaving
To				
From				
To				
From				
To				
From				

**REFERENCES** Give below the names of three persons not related to you, whom you have known for at least one year.

Name	Address	Business	Years Acquainted

Have you ever been disciplined or discharged by an employer for making threats, fighting or participating in any incidents involving violence?  YES  NO If so, identify the approximate dates and describe the incidents on a separate sheet of paper and attach the sheet to this application.

**NOTICE CONCERNING ERASED CRIMINAL RECORDS:** In answering the following questions concerning criminal history, please disregard criminal charges or convictions that have been erased pursuant to C.G.S. §§46B-146, 54-760, or 54-142A. Criminal 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 nulled, (d) a criminal charge for which you have been found not guilty and (e) a conviction for which you received an absolute pardon.

**YOU ARE NOT REQUIRED TO DISCLOSE SUCH RECORDS IF THEY HAVE BEEN ERASED.** Any person whose criminal records are erased shall be considered to have never been arrested 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? For purposes of this application, a plea of "no contest" or "nolo contendere" is a conviction.  YES  NO If so, identify the approximate date, location and nature of each such conviction on a separate sheet of paper and attach the sheet to this application.

2. Has there ever been a disposition of criminal charges against you for which the records have not been erased?  YES  NO If so, identify the approximate date, location and nature of each such disposition and the nature of the charges against you on a separate sheet of paper and attach the sheet to this application.

3. Are any criminal charges currently pending against you either within or outside the State of Connecticut?  YES  NO If so, identify the jurisdiction in which such charges are pending, the nature of the charges and an explanation on a separate sheet of paper, and attach the sheet to this application.

4. Are you currently enrolled in a program of deferred adjudication (e.g., accelerated rehabilitation, pre-trial drug or alcohol education pursuant to Conn. Gen. Stat. Section 54-56g)?  YES  NO If so, identify the jurisdiction in which such program is pending and an explanation of the nature of such program on a separate sheet of paper, and attach the sheet to this application

This certifies that I have completed this application (including attachments) and that all entries on it and the information in it are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts in this application may result in denial of employment or, if hired, termination. Further, I understand and agree that employment with Indian Mountain School is for no definite period and may be terminated at any time without prior notice. Further:

- I authorize the release of all secondary school, college, or other educational records pertaining to my attendance, course work, and other school activities.
- I further consent to the disclosure of any and all information about me contained in private and governmental files relative to this application for employment or relating to my present and former employment history and I request all former employers and federal, state, and local government agencies to supply such information to Indian Mountain School. Indian Mountain School is also authorized to make any investigation of my personal history, driving history, sexual offender registry, criminal and civil court history, and financial and credit record through any investigative or credit agencies or bureaus of its choice. I understand that such background checks are required as a condition of my employment.
- I hereby authorize any and all law enforcement agencies, current and former employers, and academic institutions to supply any information regarding my background to Indian Mountain School and its agents and employees, and I hereby release all such current and former employers, law enforcement agencies, and academic institutions, their agents and employees, from any liability arising from the supplying and use of such information.
- I authorize Indian Mountain School to supply my employment record, in whole or in part, to any prospective employer, governmental agency, or any other party with a proper and appropriate interest and I release Indian Mountain School from any and all liability that may arise as a result of its providing such information to any prospective employer, governmental agency, or to any other party with a proper and appropriate interest.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_