

**STATE OF CONNECTICUT
BOARD OF TRUSTEES OF
COMMUNITY-TECHNICAL COLLEGES
EMPLOYMENT APPLICATION**

The Board of Trustees of Community-Technical Colleges is an equal opportunity employer. It is the policy of the Board that applicants for employment shall not be discriminated against on the basis of their race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, or sexual orientation.

PLEASE TYPE

NAME _____
Last
First
Middle

ADDRESS _____
Street
City
State
Zip Code

TELEPHONE () _____ () _____
Daytime
Evenings

COLLEGE TO WHICH YOU ARE APPLYING _____

POSITION FOR WHICH YOU ARE APPLYING _____
 Full-time Part-time Either

EDUCATIONAL BACKGROUND
 (It is the policy of the Board to recognize only those degrees granted by accredited institutions of learning.)

Dates (mo / yr) From - To	Institution	Location (city, state)	Degree Awarded	Major/Area of Concentration

Please list any license or professional designation (e.g. P.E., C.P.A.)

EMPLOYMENT IN EDUCATION
 (List in reverse chronological order beginning with your current/last position.)

Dates (mo / yr) From - To	Institution & Location	Rank or Position	Annual Salary	Reason for Leaving

Please see reverse

EMPLOYMENT OTHER THAN IN EDUCATION

(List in reverse chronological order beginning with your current/last position.)

Dates (mo / yr) From - To	Organization & Location	Position	Annual Salary	Reason for Leaving

HAS YOUR EMPLOYMENT BEEN INVOLUNTARILY TERMINATED WITHIN THE LAST TEN YEARS?

YES NO If yes, please explain fully (attach sheet if necessary) _____

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE? YES NO

If yes, attach a written summary of all criminal convictions and dates thereof. The Board will not unlawfully deny employment to applicants who have criminal records and will conform to the requirements of CGS 46a-80. **Special 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 Connecticut General Statutes § 46b-146, 54-76o, or 54-142a. If your criminal records have been erased pursuant to one of these statutes, you may swear under oath that you have never been arrested. Criminal records that may be erased are records pertaining to a finding of delinquency or that a child was a member of a family with service needs (C.G.S. § 46b-146), an adjudication as a youthful offender (C.G.S. § 54-76o), a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon (C.G.S. § 54-142a).

REFERENCES

Please list three persons who are not related to you and who have knowledge of your qualifications and fitness for the position for which you are applying. Include your immediate supervisor at your present or most recent place of employment. It is the policy of the Board to contact references for candidates who are finalists.

Name	Title / Occupation	Address	Telephone

THIS SECTION TO BE COMPLETED ONLY BY APPLICANTS SEEKING EMPLOYMENT AS PART-TIME INSTRUCTIONAL PERSONNEL

SUBJECT AREAS WHICH YOU ARE QUALIFIED TO TEACH: (If you do not have an advanced degree in a discipline which you consider yourself qualified to teach, please indicate the experience which qualifies you to teach in that discipline.)

AVAILABILITY: Days After 5 p.m. Weekends

CERTIFICATION and SIGNATURE of APPLICANT

I hereby certify that the information provided on both sides of this application is accurate, complete and true. I understand that failure to provide information which is accurate, complete and true may result in disqualification from further employment consideration or, if employed, may result in my dismissal. I agree to have official transcripts of all of my undergraduate and graduate studies submitted when requested by the employer and herewith authorize the Board of Trustees and its agents to contact references and former employers relative to my application for employment. Finally, I understand that employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration Reform Control Act (IRCA).

Signature _____ Date _____