NORFOLK PUBLIC SCHOOLS

EMPLOYMENT APPLICATION

_____Certified Teaching Position (Pre K-Gr. 6)   _____Administrative

_____Substitute Teacher/Substitute Paraprofessional   _____Non-Certified

(Secretarial, aide/instructional
assistant, kitchen, custodial, etc.)

Name: _____
       (First)   (Middle or Maiden)   (Last)

Resident Address:_____ Telephone No.: _____
      (Street)   (City)   (State)   (Zip)

Mailing Address: _____ Cell No.: _____
     (Street) (City)   (State)   (Zip)

e-mail address: _____

SPECIFIC VACANCY BEING APPLIED FOR (if any): _____

I.   Birthplace: _____   Are you a citizen of the United States of America?_____

II. Present Position: _____
          (Level and Subject)   School   Place

     What salary will you accept? _____ Date you can accept a position?_____

Date of filing application_____   Signature of Applicant_____

REVIEW OF APPLICATION		
Date	**Interviewed by**	**Comment**

Return Application to:
Superintendent
Norfolk School District
128 Greenwoods Road East
Norfolk, CT 06058

THE NORFOLK PUBLIC SCHOOLS DOES NOT DISCRIMINATE ON THE BASIS OF GENDER, SEXUAL
ORIENTATION, RACE, RELIGION, NATIONAL ORIGIN, AGE, OR PHYSICAL HANDICAP.

III.   EDUCATIONAL PREPARATION

SCHOOL	NAME	LOCATION	SPECIALIZATION OR NATURE OF COURSE COMPLETED	DEGREE OR DIPLOMA	DATE OF GRADUATION
High School					
College (BA-BS)					
Graduate School					

IV.   STUDENT TEACHING OR INTERNSHIP EXPERIENCE

FROM		TO		SCHOOL	LOCATION		GRADE and/or SUBJECT DUTIES
MO.	YR.	YR.	MO.		CITY	STATE	

SCHOLASTIC HONORS/ATHLETIC CITATIONS/ Attach separate page/s for publications:

_____

_____

CONNECTICUT CERTIFICATION: _____

          Type   Field/s   Number Expiration Date

OTHER CERTIFICATION: _____

         Type   Field/s   Number Expiration Date

V. CONTRACTED EDUCATIONAL EXPERIENCE - exclusive of student teaching, practicum or internship   (Most recent first)

FROM		TO		SCHOOL	LOCATION		NATURE of POSITION	REASON FOR
MO.	YR.	MO.	YR.		CITY	STATE	State also Grades/Subject	LEAVING

VI.   OTHER WORK EXPERIENCE (Business, Trades, Summer Occupations, Social Services, etc.)

FROM		TO		FIRM, INSTITUTION, ETC. ADDRESS	NATURE OF WORK	REASON FOR LEAVING
MO.	YR.	MO.	YR.			

VII.   MILITARY SERVICE (Active Duty)

FROM		TO		BRANCH OF SERVICE	RANK	SPECIALIZED TRAINING
MO.	YR.	MO.	YR.			

VIII.   REFERENCES
Give complete names and addresses of those who have closely observed your work as a teacher or employee, or as a student.

FULL NAME			OFFICIAL POSITION	PRESENT ADDRESS						PHONE NUMBER	Rec'd
FIRST	INITIAL	LAST		NO.	STREET	CITY	STATE	ZIP CODE			

IX.   IMPORTANT NOTICE: The family Educational Rights and Privacy Act of 1974 opens many records for the candidate's inspection. The law also permits candidates to waive or relinquish his/her rights to inspect such recommendations.

I hereby waive my right to inspect the interview reports and references in respect to my candidacy (signature optional).

Signature: _____   Date:_____

CRIMINAL BACKGROUND CHECK

X.   Public Act 94-221 requires applicants for a position in a Connecticut public school to respond to questions relating to criminal history checks (including fingerprinting).

1. Have you ever been convicted of a felony or any other criminal offense, either within or outside the State of Connecticut which has not been erased from your file? YES_____   NO_____

If so, identify the approximate date, location and nature of each such conviction on a separate sheet of paper and attach to this application.

2. 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 to this application.

3. I understand that if I am employed by the Norfolk Board of Education I will be required to submit to a state and national criminal history records check within a period of 90 days from my date of employment, and I will be required to submit to fingerprinting, at my expense, for purposes of submitting my fingerprints to the Federal Bureau of Investigation for a national criminal history records check. I also understand that Education Connection, 355 Goshen Road, P O Box 0909, Litchfield, CT 06759-0909, Phone number (860) 567-0863, is serving as a clearinghouse for the fingerprinting and criminal history check process and that it is my responsibility to arrange with Education Connection in order to be in compliance with the law. I further understand and agree that if I have been convicted of a crime which has not been disclosed to the Norfolk Board of Education, the Board may immediately terminate my contract of employment (certified employee position) or dismiss me (non-certified employee position) in accordance with the provisions of Public Act. No. 94-221.
I also agree a child abuse and neglect registry check by the Department of Children and Families and understand that provided the Norfolk School District and/or Board Of Education wishes to hire me, my employment by the Norfolk School District and/or Board Of Education depends on the results being acceptable to the Norfolk School District and/or Board Of Education.

I hereby authorize any and all law enforcement agencies, current and former employers, credit agencies, and academic institutions to supply any information regarding my background to the Norfolk Public School System and to its agents and employees, and I hereby release all such former employers, law enforcement agencies, credit agencies and academic institutions, their agents and employees from any liability arising from the supplying and use of such information.

_____   _____
           Date   Signature

_____

The following information is requested by the Federal Government in order to monitor our compliance with various Federal civil rights laws. You are not required to furnish this information, but are encouraged to do so. The law requires that we may not discriminate based upon this information, nor whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations, we are required to note the race and sex on the basis of visual observation or surname. This information will not be used in evaluating your application or to discriminate against you in any way.

( ) I do not wish to furnish this information

Ethnicity: ( ) Hispanic or Latino   ( ) Not Hispanic or Latino

Gender: ( ) Male   ( ) Female

Race/National Origin: ( ) Asian   ( ) American Indian or Alaskan Native

                                    ( ) Black or African American ( ) Native Hawaiian or Pacific Islander

                                    ( ) White

2012-05-16