

**HARTLAND BOARD OF EDUCATION
EMPLOYMENT APPLICATION**

The Hartland Board of Education provides equal employment opportunities for all employees and applicants for employment. Except in the case of a bona fide occupational qualification or need or as otherwise permitted or required by law, all employment decisions are made without regard to race, color, national origin, sex, age, disability, religion, sexual orientation, marital status, ancestry, genetic information, veteran status, gender identity or expression or any other basis prohibited by law.

- _____ Certified Position (Pre-K – Gr. 8)
- _____ Substitute Teacher
- _____ Administrative
- _____ Non-certified (secretarial, aide/instructional assistant, custodial)

NAME _____
(First) (Middle or Maiden) (Last)

PRESENT ADDRESS _____ **Telephone** _____
(Street) (City) (State) (Zip)

PERMANENT ADDRESS _____ **Telephone** _____
(Street) (City) (State) (Zip)

SPECIFIC VACANCY BEING APPLIED FOR (if any) _____

I. BIRTHPLACE _____ **S.S.N.** _____

Are you aware of any physical difficulty which would interfere with your performance in this position? _____

Estimate of occupational time lost during the last five years because of illness. _____

Are you a citizen of the United States of America? _____

II. PRESENT POSITION _____

PRESENT SALARY _____ What salary will you accept _____

When can you accept a position? _____

Date of filing application _____

Signature of Applicant _____

RETURN APPLICATION TO:

**Dr. Anthony W. Distasio
 Superintendent of Schools
 Hartland Elementary School
 30 South Road
 East Hartland, CT 06027**

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DATE	INTERVIEWED BY	COMMENTS

III. STUDENT TEACHING OR INTERNSHIP EXPERIENCE

FROM		TO		SCHOOL	LOCATION (City & State)	GRADE & OR SUBJECT
Mo.	Yr.	Mo.	Yr.			

IV. EDUCATIONAL PREPARATION

SCHOOL	NAME	LOCATION	Specialization or Nature of Course	Degree or Diploma	Date Graduated
High School					
College					
Grad. School					

SCHOLASTIC OR EXTRACURRICULAR HONORS/CITATIONS _____

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 (City & State)	Nature of Position Grades/Subject	Number of Years	Reason for Leaving
Mo.	Yr.	Mo.	Yr.					

VI. OTHER PROFESSIONAL EXPERIENCES (Travel, Private Study, Publication, Lecturing, etc.)

From		To		Nature of Experience	Number of Months
Mo.	Yr.	Mo.	Yr.		

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

From		To		Firm, Institution, etc.	Nature of Work	Number of Months
Mo.	Yr.	Mo.	Yr.			

VIII. MILITARY SERVICE (Active Duty)

From		To		Branch of Service	Rank	Number of Months
Mo.	Yr.	Mo.	Yr.			

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

DO NOT send letters of endorsement or placement file reference.

Full Name (First, Initial, Last)	Official Position	Present Address (Street, city, state, zip)	Phone Number

Placement Office _____

- X. **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 received in respect to my candidacy. (Signature optional)

Signature _____ Date _____

XI. **CRIMINAL BACKGROUND CHECK**

Connecticut General Statutes § 10-221d requires applicants for a position in a public school to respond to questions relating to criminal history. In addition, all public school employees are required to submit to state and national criminal history records checks within thirty (30) days from the date of employment.

Please note: For this application, the term "conviction" means a final judgment or verdict of guilty, a plea of guilty, or a plea of nolo contendere, in any state or federal court, regardless of whether an appeal is pending or could be taken. "Conviction" does not include a final judgment or verdict that has been expunged by pardon, reversed, set aside or otherwise rendered invalid. Further, 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 Connecticut General Statutes §§ 46b-146, 54-76o or 54-142a. These are records pertaining to a finding of 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 nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon. YOU ARE NOT REQUIRED TO DISCLOSE SUCH RECORDS IF THEY HAVE BEEN ERASED. Any person whose criminal records have been erased shall be deemed to have never been arrested within the meaning of the law 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? 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. For purposes of this application, a plea of "no contest" or "nolo contendere" is a conviction.

2. Has there ever been a disposition of criminal charges against you other than a) a dismissal or acquittal, or b) an arrest, criminal charge or conviction for which the records have 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 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 against you and provide an explanation of a separate sheet of paper and attach 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 Connecticut General Statutes §54-56g)? YES _____ NO _____

If so, identify the jurisdiction in which such program is pending and provide an explanation of the nature of such program and the criminal charges against you on a separate sheet of paper and attach to this application.

5. Please list the name, address and telephone number of each of your current or former employers: a) if such current or former employer was a local or regional board of education, magnet school or charter school, or b) if such employment otherwise caused you to have contact with children.

As for each of your previous employers, please identify the reason for leaving employment.

Former Employers/Address/Telephone #	Dates Employed
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PLEASE NOTE: You may be asked to fill out forms developed by the State Department of Education to assist our inquiry into your employment background.

6. Have there ever been finding of "child abuse" or "neglect" against you, including but not limited to any such finding(s) by the Department of Children and Families or similar agency, either within or outside the State of Connecticut? YES _____ NO _____

If so, identify the approximate date, location and the nature and/or basis of the finding, and provide an explanation on a separate sheet of paper and attach to this application

7. Does your name appear in any Sex Offender Database or Registry, either within or outside the State of Connecticut? YES _____ NO _____

If so, identify the jurisdiction/location of said Database or Registry, the basis for your inclusion in said Database or Registry (including the nature of the offense that led to your inclusion), and provide an explanation of a separate sheet of paper and attach to this application.

8. Have you ever been subject to an abuse, neglect or sexual misconduct investigation, whether by your current or former employer(s), a state agency, including but not limited to the Department of Children and Families or similar agency, or a law enforcement agency (unless the investigation resulted in a finding that all such allegations were unsubstantiated)? YES _____ NO _____

If so, please identify as to each investigation a) the entity conducting the investigation, b) the date of initiation of the investigation, c) the circumstances of the investigation, and d) the outcome of such investigation.

9. Have you ever been disciplined or asked to resign from employment, or resigned or otherwise separated from employment while an allegation of abuse, neglect, or sexual misconduct was pending or under investigation, or was substantiated by the Department of Children and Families, or due to a conviction for abuse or neglect or sexual misconduct? YES _____ NO _____

If so, please identify the employer.

10. Have you ever had a professional or occupational license or certificate suspended or revoked or have you ever surrendered such a license or certificate while an allegation of abuse, neglect or sexual misconduct was pending or under investigation, or was substantiated by the Department of Children and Families, or due to a conviction for abuse or neglect or sexual misconduct? YES _____ NO _____

If so, please identify the license or certificate that was suspended, the dates of such suspension and the circumstances of the allegations and such suspension.

PLEASE NOTE: For purposes of this application (1) "sexual misconduct" means any verbal, nonverbal, written or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature and any other sexual, indecent or erotic contact with a student; and (2) "abuse or neglect" means abuse or neglect as described in Connecticut General Statutes §46b-120, and includes any violation of Connecticut General Statutes §§53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a.

I understand that if I am employed by the Hartland Board of Education I will be required to submit to a state and national criminal history records check for a period of 30 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 further understand and agree that if I have been convicted of a crime that has not been disclosed as part of my application for employment, my employment will be subject to termination.

I hereby consent to and authorize any and all law enforcement agencies, current and former employers, academic institutions, the State Department of Education, and any other persons or entities to supply any records and information regarding my background (including but not limited to such records and information required by Public Act 16-67) to the Hartland Public School System and its agents and employees, and I hereby release all such former employers, law enforcement agencies, academic institutions, other persons or entities, and their agents and employees from any liability arising from the disclosure, release, supplying and use of such records and information.

I declare under the penalties of false statement that I have read and understand the terms of this employment application and attest to the truth and accuracy of the information I have provided herein. I understand that false or misleading statements on this application shall be a basis for disqualification from further consideration for employment and, if I am employed, for dismissal from employment.

Date _____

Signature _____

DO NOT WRITE BELOW THIS LINE

Previous teaching (years) _____

Military service (years) _____

Total Years

Degree _____ Step _____

Starting amount \$ _____

Processed By/Contract Issued By

Date