

Application for Employment



Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Please Print

Position(s) applied for _____		Date of application ____/____/____		
Name _____		Social Security # _____ - _____ - _____		
Last _____		First _____	Middle _____	
Address _____				
Street _____		City _____	State _____	Zip Code _____
Telephone# (____) _____		Mobile/Beeper/Other # (____) _____	E-mail Address _____	

Are you over the age of 18?..... Yes No

Have you ever been employed here before? If yes, give dates and positions _____ Yes No

Are you legally eligible for employment in this country? Yes No

Date available for work ____/____/____ What is your desired salary range?.....\$ _____

Type of employment desired Full-Time Part-Time Per Diem 3rd shift Temporary

Are you able to meet the attendance requirements of the position? Yes No

Driver's license number if driving is an essential job function _____ State _____

Criminal Convictions: The answer to the following question will be considered for employment purposes if relevant to the position for which you are applying. Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever been CONVICTED of an offense against criminal or military law, or are there criminal charges currently pending against you? (Exclude minor traffic violations or any offense settled in juvenile court or under a youth offender law.) Yes No

*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 nolleed, 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).*

If yes, please provide date(s) and details _____

Have you ever been investigated by the Connecticut Department of Children and Families or any other child protection agencies on allegations of child abuse and /or neglect? Yes* No

*If yes, please attach a signed and dated statement including the date(s), of investigation(s) and the circumstances involved.

Special Note: Please note, an investigation is considered to have taken place when a DCF Investigator has contacted you to discuss a report of child abuse or neglect.

Employment History

Starting with your most recent employer, assignments or volunteer activities, provide the following information.

From (Month/Year)	To (Month/Year)	Employer	Telephone# ()
Starting Job Title/Final Job Title		Street Address	City State
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
Reason for leaving		Hourly Rate/Salary Start \$ _____ Final \$ _____ Per _____ Per _____	
From (Month/Year)	To (Month/Year)	Employer	Telephone# ()
Starting Job Title/Final Job Title		Street Address	City State
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
Reason for leaving		Hourly Rate/Salary Start \$ _____ Final \$ _____ Per _____ Per _____	
From (Month/Year)	To (Month/Year)	Employer	Telephone# ()
Starting Job Title/Final Job Title		Street Address	City State
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
Reason for leaving		Hourly Rate/Salary Start \$ _____ Final \$ _____ Per _____ Per _____	
From (Month/Year)	To (Month/Year)	Employer	Telephone# ()
Starting Job Title/Final Job Title		Street Address	City State
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
Reason for leaving		Hourly Rate/Salary Start \$ _____ Final \$ _____ Per _____ Per _____	

Skills and Qualifications

Word	Excel	MS Office	PowerPoint	Internet
Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.				

Educational Background (if job related)

School (Include City and State)	Number of Years Completed	Level of Completion	Course of Study
		GED Diploma Degree	

References

Name	Title	Relationship To Candidate	Telephone	Number of Years known
			()	
			()	
			()	
			()	

Applicant Statement

Klingberg employment policies require the verification of the accuracy of the information presented on the employment application and during the interview process.

Employment screening will include verification of educational credentials and occupational licenses, a post-offer, pre-employment drug test, physical examination and tuberculosis test, a motor vehicle record check; a post-offer background check as it pertains to Department of Children & Families involvement (LINK Check), and state background checks which may include fingerprinting.

As required by Klingberg Family Centers' licensing authority, state background and DCF checks are repeated every two years.

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that refusal or failure to provide Klingberg Family Centers with the information necessary to conduct the pre- and post-offer employment verifications will result in rescinding the job offer. I certify that the statements made by me on this application and attachments hereto are true and complete to the best of my knowledge and are made in good faith. I understand that if I knowingly make a misstatement of fact, including omission or falsification of information, I am subject to disqualification and/or dismissal and to such other penalties as may be prescribed by law.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ **Date** ___/___/___

**AN EQUAL OPPORTUNITY EMPLOYER
A Drug-Free and Smoke-Free Work Place**

(Nov 07)

Voluntary Affirmative Action Information

In order to meet State and Federal reporting requirements, we are requesting that you voluntarily supply the following information. This data will not be considered in the evaluation of your application.

A. SEX Female Male

B. RACE/ETHNIC DATA

- 1. AMERICAN INDIAN OR ALASKAN NATIVE: Persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
- 2. ASIAN: Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes China, Japan, and Korea.
- 3. BLACK or AFRICAN AMERICAN: (not of Hispanic origin): Persons having origins in any of the black racial groups of Africa.
- 4. HISPANIC or LATINO: Persons of Mexican, Puerto Rican, Central or South American or other Spanish culture or origin, regardless of race.
- 5. WHITE: (not of Hispanic or Latino origin): Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- 6. NATIVE HAWAIIAN or other PACIFIC ISLANDER: Persons having origins in the Pacific Islands. This area includes Hawaii, the Philippine Islands, and Samoa.
- 7. TWO or MORE RACES: Persons who identify with more than one of the races above.

C. PRIMARY SOURCE OF JOB INFORMATION: Where did you learn about this employment opportunity? Check the appropriate box(es) below:

- 1. State of Connecticut Job Bank.
 - 2. Newspaper, professional journal, radio or TV advertisement.
 - 3. Posting
 - 4. Internet Career Site
 - 5. Career Fair
 - 6. Klingberg Family Centers website
 - 7. Other: Please specify:
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