

Name _____

Canterbury Public Schools
Human Resources Department
45 Westminster Road
Canterbury, CT 06331
Tel. (860) 546-6950

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

TODAY'S DATE: _____

Name: _____

Telephone #: _____

E-Mail Address: _____ Cell #: _____

Current Address:

No.	Street	City	State	Zip

Are you legally eligible for employment in the U.S.A.? Yes No

If hired, you will be required to submit proof of eligibility to work in the U.S.A.

Do you wish to be considered for Full Time? Part Time? Either Full or Part Time?

Are you related to anyone currently working for the Town of Canterbury or Canterbury Board of Education? Yes No

If yes, please provide their name, relationship and department:

Name	Relationship	Dept.

EMPLOYMENT DESIRED Position(s) applied for _____

Were you previously employed by the Town of Canterbury: Yes No

If your application is considered favorably, on what date will you be available for work? _____

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No If No, please explain:

Name: _____

EMPLOYMENT HISTORY

List below past and present employment, beginning with your most recent employment.

Name, Address & Telephone No. of Employer	From (Mo. Yr.)	To (Mo. Yr.)	Your Title	Reason for leaving	Name of Supervisor

Describe the work you did:

Name, Address & Telephone No. of Employer	From (Mo. Yr.)	To (Mo. Yr.)	Your Title	Reason for leaving	Name of Supervisor

Describe the work you did:

Name, Address & Telephone No. of Employer	From (Mo. Yr.)	To (Mo. Yr.)	Your Title	Reason for leaving	Name of Supervisor

Describe the work you did:

Name, Address & Telephone No. of Employer	From (Mo. Yr.)	To (Mo. Yr.)	Your Title	Reason for leaving	Name of Supervisor

Describe the work you did:

Name: _____

Do you have any secondary jobs which you plan to attain or maintain if employed by the Town of Canterbury?

Name of Employer: _____

Type of Work: _____

Name of Employer: _____

Type of Work: _____

Education:	Name & Location of School	Number of Years Completed	Year of Completion/ Graduation	Type Degree? Diploma
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High School

College

College

Other/Trade

General Information

Subjects of Special Study or Research Work:

Special Skills/Licenses/Certifications:

U.S. Military or Naval Service: _____ Rank: _____

Present Member in National Guard or Reserves: _____

REFERENCES: (Not Relatives)

Name and Occupation	Address	Phone Number

Name: _____

May we telephone you to follow up on this application at home? Yes No
If yes, what is the best number and time to call? _____
May we telephone you to follow up on this application at work? Yes No
If yes, what is the best time to call? _____
What is your business telephone number? _____

PRE-EMPLOYMENT STATEMENT (Please read carefully)

It is the policy of the Canterbury Board of Education not to discriminate on the basis of race, color, religion, age, marital status, national origin, sex, sexual orientation (including gender identity/expression), ancestry, disability or genetic information in its programs, activities and employment practices as set forth in compliance with the Office of Civil Rights, Title VI, Title IX and Section 504 of the Rehabilitation Act.

I certify and declare under the penalties of false statement that I have read and understand the terms of this employment application and attest that all statements made on or in connection with this application are true, complete, and correct. I understand that incomplete, false, inaccurate, or misleading information given in my application, interview(s) or during the course of my employment may result in the rejection of this application; withdrawal of a job offer, or discipline, up to and including termination of employment. Further, false information provided, whether willingly or accidental, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

I understand that this application is not a contract of employment nor is it a guarantee or indication of employment. I also understand that should I be granted an interview, the representations that may be made at the interview are not to be construed as creating any obligation, promise or contract on behalf of the Town of Canterbury. Should I be employed by the Town in consideration of my employment, I agree to conform to the rules and policies of the Town of Canterbury, as they may from time to time be implemented or revised.

Identification and verification of eligibility to work in the United States must be satisfied for employment.

I further understand that in consideration for employment, an investigative background report may be prepared at the request of the Town of Canterbury, whereby information may be obtained from your employers (present or former) educational institutions, all branches of the U.S. Military serviced, and public records maintained by government agencies or others, including but not limited to criminal conviction reports, credit reports, etc. I authorize the Town of Canterbury and its designated representative(s) to perform this investigation, and further authorize present and former employers, references and other persons to provide information for the investigation. I also authorize the Town of Canterbury to receive criminal conviction records pertaining to me, which may be in the files of any criminal justice agency.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks.

I have read, understand and agree to the foregoing.

Signature of Applicant: _____ Date: _____

Job applications may be mailed to the above address or dropped off at the Superintendent's/Human Resources Office. The Town of Canterbury is not responsible for timely postal delivery of job applications. Job applications must be received by the Superintendent/Human Resources Office no later than 5:30 pm on the CLOSING DATE indicated for each available position listed under the Town of Canterbury job listings or postings. For more information on the Town of Canterbury job opportunities, check the Human Resources page at www.canterburypublicschools.org