



ConnectiKids

Educating, Enriching, and Empowering Hartford's Youth Since 1978

Application For Employment

ConnectiKids Inc. is an Affirmative Action/Equal Opportunity Employer

For current opportunities, please visit our website at www.ct-kids.org

PERSONAL INFORMATION

Date: _____

Name: _____ Date of Birth: ____/____/____ Soc Sec # ____ - ____ - ____
Last First M.I. MM/DD/YEAR

Address: _____
Street City State zip

Telephone Number(s): _____

How did you learn about us?

- Newspaper
- Relative/Friend
- Inquiry
- Walk In
- Website (*specify*) _____
- Other _____

Are you 18 years old or older? Yes No (*Proof of eligibility to work required if under 18 years of age*)

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No (*Proof of citizenship of immigration status will be required upon employment*)

Are you a former employee of ConnectiKids Inc? Yes No

EMPLOYMENT DESIRED

Position: _____ Date Available for work? ____/____/____

- Are you available to work:
- Full time
 - Part-time (*school year program, summer program*)
 - Contractual (*specify*) _____

What is your desired salary range? _____ May we contact your present employer? Yes No

Have you been convicted of a felony within the last five years? Yes No
(*A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.*)

Have you ever been convicted for any crime (including sex-related or child-abuse related offenses) Yes No

Have you ever had an allegation of abuse or neglect made against you regarding a child in any (city, state, country)? Yes No

If yes, please explain what happened and when (attach report): _____

EDUCATION	Name and Location	Course of Study	Diploma/Degree attained	Names used during attendance
High School				
Undergraduate College				
Graduate Professional				
Other (<i>specify</i>)				

Describe any specialized training: _____

Describe any job-related U.S. Military training: _____

EMPLOYMENT HISTORY (start with your current or last job):

Name, Address, and Telephone of Employer	Dates Employed (Month/Year)		Salary	Position	Responsibilities
	From:	To:			
Supervisor:					
Supervisor:					
Supervisor:					

Specialized Skills: PC/MAC Word Processing Spreadsheets Other (*specify*):

Please list any other job-related skills or qualifications you would like us to consider:

PROFESSIONAL REFERENCES: Please provide the names and contact information of three **professional** references; at least 1 should be a former or current supervisor.

Name	How do you know this person?	Telephone	Years Acquainted

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

Rev. Feb 2011



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Authorization and Agreement for Release of Information

Please read the following carefully before signing. If you have any questions or are unsure of the meaning of any of the following, please ask for clarification.

In making this application for employment, I understand that ConnectiKids Inc., (ConnectiKids) will seek to verify the accuracy of the information presented on my resume and/or application for employment and during the interview procedures and that a background investigation will be conducted wherein information related to my character, general reputation, personal characteristics and mode of living may be obtained. Upon written notice made within a reasonable period of time, ConnectiKids will provide me with additional information regarding the nature and scope of the investigation. I am also aware that employment screening may include the verification of educational credentials and occupational licenses, reviewing my motor vehicle record, and to the extent permitted by law, conducting a criminal background investigation.

I hereby authorize the release of all employment, academic, and criminal conviction records to ConnectiKids, Inc. A photocopy of this release will be valid as an original hereof, even though a photocopy does not contain an original writing of my signature.

I certify that to the best of my knowledge, all statements that I have made are true and complete and that any false or inaccurate information will be sufficient cause of rejection of this application or my dismissal after employment. In making this application, I understand that if employed, my employment relationship with ConnectiKids is made conditional upon these terms and conditions. I also understand that an offer of employment does not create an express or implied contract of employment and that ConnectiKids adheres to the principle of "employment-at-will" which allows either party to terminate the employment relationship at any time, and for any reason.

Print Name _____

Signature _____

Date _____



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Applicant Data Record

Applicants are considered for all positions, and employees are treated during employment, without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap. This data is solely for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment. Refusal to provide this information will not subject you to adverse treatment.

(PLEASE PRINT)

Position(s) Applied for _____ Date _____

Referral Source:

___ Newspaper ad (*specify*) _____ ___ Career Builder web posting
___ Job Fair ___ Friend/Relative ___ Employee Referral ___ Other (*specify*) _____

Name _____ Phone(_____)_____
Last First Middle Area Code

Address _____
Street City State Zip Code

AFFIRMATIVE ACTION SURVEY

Government agencies require periodic reports on the sex, ethnicity, disability and veteran status of applicants. This data is for analysis and reporting only. Submission of information about a disability is voluntary.

Check one: ___Male ___Female

(Please continue and complete)



Check one of the following for Race/Ethnic Group:

___ **American Indian or Alaskan Native** - A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment

___ **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

___ **Black or African American** - A person having origins in any of the Black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

___ **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

___ **White** - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

___ **Hispanic or Latino (All races)** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

___ **Hispanic or Latino (White race only)** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of the White race.

___ **Hispanic or Latino (all other races)** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of any race other than White.

___ **Race missing or unknown** - Applies to **Applicants only**, where a resume or application that is screened is received without any racial or ethnic identification and no further contact is made with the applicant.

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Sought Is Open: ___Yes ___No

Position(s) Considered For: _____ Date: _____