

COVENTRY PUBLIC SCHOOLS
NON-CERTIFIED APPLICATION

POSITION:

___ Coach

___ Secretary

___ Receptionist

___ Bookkeeper

___ Library Assistant

___ *Regular Education* Para-educator

___ *Special Education* Para-educator

___ Full-Time ___ Part-Time

___ School Nurse Current Reg # _____

RN: Yes ___ No ___

___ Substitute: *School Nurse*

___ Substitute: *Regular Education Para*

___ Substitute: *Special Education Para*

I. NAME: _____ Telephone: _____

Address: _____
(No. & Street) (City) (State & Zip)

Mailing Address (if different): _____

E-mail address: _____

II. EDUCATION:

High School: _____ Date Graduated: _____
(Name and City, State)

College/University: _____ Degree _____ Dates _____

III. EXPERIENCE:

Type of Work	Employer	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CONTINUED ON PAGE 2 – PLEASE COMPLETE

V. REFERENCES

Name	City, State	Phone	How do you know this person?
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Name	City, State	Phone	How do you know this person?
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Name	City, State	Phone	How do you know this person?
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Signature of Applicant

Date

OFFICE USE ONLY – MUST BE COMPLETED BY ADMINISTRATOR

Interviewed by: _____ Date: _____

Approved: (yes/no) _____

Notes: _____

Public Act 93-328 – An Act Concerning Applicants for School Employee Position

Each local or regional board of education shall (1) require each applicant for a position in a public school to state whether such person has ever been convicted of a crime or whether criminal charges are pending against such person at the time of application, and (2) require each person hired by the board after July 1, 1994, to submit to state and national criminal history records check.

Please note that, when answering Question 1, the following applies pursuant to Public Act 02-136:

- a) You are not required to disclose the existence of any arrest, criminal charge or conviction that has been “erased” under Connecticut law. Such “erased” records include: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or “knolled”; (d) a criminal charge for which the person was found not guilty; and (e) a conviction for which the person received an absolute pardon; and
- b) A person with erased criminal records will be considered to have never been arrested and may so swear under oath.

Please Circle:

1. Have you ever been convicted of a crime or any other criminal offense, either within or outside the State of Connecticut? YES NO

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

3. Are you currently enrolled in a program of deferred adjudication (e.g., accelerated rehabilitation, pretrial drug, or alcohol education pursuant to Conn. Gen. Stat. 54-56g)? YES NO

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

I HEREBY AFFIRM that the statements made and information given in this application are true, correct, and complete. I understand that said statements and information will be subject to verification by the Coventry Public Schools, and that the furnishing of any misleading or false information will render this application void and be just cause for dismissal from service. I also understand that as a candidate for employment I may be required to undergo a pre-employment physical examination as a condition of employment. I hereby authorize any and all law enforcement agencies, current and former employers, and academic institutions to supply any information regarding my background to the Coventry Public Schools System and to its agents and employees, and I hereby release all such former employers, law enforcement agencies, and academic institutions, their agents and employees from any liability arising from the supplying and use of such information.

Signature: _____ Date: _____

Return Completed Application to:

**Coventry Public Schools
Human Resources
1700 Main Street
Coventry, CT 06238**