

Preston Public Schools

325 Shetucket Turnpike
Preston, CT 06365-8631
(860) 889-6098
Fax (860) 889-8685

**PROFESSIONAL APPLICATION FOR
ADMINISTRATOR POSITIONS**

NAME (Last)	(First)	(Maiden)	(M)
ADDRESS (Street)			Telephone Number ()
(City)	(State)	(Zip)	Telephone Number (work)
SOCIAL SECURITY #	Are you over the age of 18?		___yes ___no

Are you legally authorized to work in the United States? ___yes ___no
(Proof of U.S. citizenship or legal authorization to work in the United States will be required upon hiring, pursuant to applicable federal law).

General Instructions: Please respond to every question on the application form. If a question does not apply to you, please write "N/A" in the space provided. If you need more space to respond to a question, please attach a separate sheet, preceding each answer with the number of the question you are responding to.

MILITARY SERVICE RECORD			
Were you in the U.S. Armed Forces? ___yes ___no If yes, what branch? _____			
Dates of duty: From: _____		To: _____ Rank at discharge _____	
Month Day Year		Month Day Year	
Please list any duties or training undertaken during military service that would be of benefit in the position(s) applied for or of general benefit to Preston Public Schools:			

Preston Public Schools is an equal opportunity employer. Except in the case of a bona fide occupational qualification or need, the Preston Public Schools do not discriminate on the basis of race, color, religious creed, age sex, sexual orientation, marital status, ethnic or national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability, other mental disability or physical disability, including but not limited to blindness.

TEACHING, ADMINISTRATIVE AND OTHER RELATED WORK EXPERIENCE (LIST IN CHRONOLOGICAL ORDER BEGINNING WITH PRESENT POSITION, INCLUDE STUDENT TEACHING.)								
SCHOOL AND ADDRESS	GRADE	SUBJECT	EMPLOYMENT DATES					IMMEDIATE SUPERVISOR
			MO	YR	TO	MO	YR	
NAME								NAME
ADDRESS					TO			TITLE
								TEL NO.
NAME								NAME
ADDRESS					TO			TITLE
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NAME								NAME
ADDRESS					TO			TITLE
								TEL NO.

PLEASE NOTE: As part of background and reference check procedures, the Preston Public Schools may contact your current and former employee(s), including but not limited to immediate supervisors.

ARE YOU PRESENTLY CERTIFIED IN CONNECTICUT? <input type="checkbox"/> YES <input type="checkbox"/> NO EXPIRATION DATE / /			
IF NOT, ARE YOU ELIGIBLE FOR CONNECTICUT CERTIFICATION <input type="checkbox"/> YES <input type="checkbox"/> NO			
HAVE YOU BEEN GRANTED TENURE IN A CONNECTICUT PUBLIC SCHOOL WITHIN THE LAST FIVE YEARS? _____			
NAME OF DISTRICT & DATE: _____			
LIST CERTIFICATION ENDORSEMENTS			
ENDORSEMENT #	AREA	ENDORSEMENT #	AREA
LIST ALL OTHER STATES IN WHICH YOU ARE CURRENTLY CERTIFIED:			

FOR SPECIAL EDUCATION APPLICANTS ONLY:

1. Designate area(s) of specialization
2. Describe student teaching and/or employment setting(s).

EDUCATIONAL DATA (LIST IN CHRONOLOGICAL ORDER BEGINNING WITH HIGH SCHOOL)							
SCHOOL/UNIVERSITY AND ADDRESS	MAJOR	MAJOR CREDITS	MINOR	MINOR CREDITS	G.P.A.	GRADUATION DATE	DEGREE EARNED
NAME							
ADDRESS							
NAME							
ADDRESS							
NAME							
ADDRESS							
NAME							
ADDRESS							

HONORS SCHOLARSHIPS, PUBLICATIONS OR OTHER DISTINCTIONS RECEIVED.

LIST EXTRA-CURRICULAR ACTIVITIES YOU ARE ABLE AND WILLING TO SUPERVISE.

REFERENCES	Give the names of three persons not related to you who are familiar with your work.		
Name	Address	Phone Number	Relationship to Applicant
1.			
2.			
3.			

MISCELLANEOUS

1. Have you ever been convicted of a crime? NO YES If yes, please attach explanation, including the date of conviction(s), date of release from custody (if any), the nature of the offense(s), and other pertinent information.

2. Are any criminal charges pending against you at this time? NO YES

3. How did you come into contact with this district?

College Placement Office Preston School Employee Employment Agency

Newspaper Advertisement Letter of Inquiry Other(specify)

4. Are you now under contract? NO YES Date of Expiration _____

Salary _____

5. If appointed here, how soon are you available? _____

Please submit one typewritten page with specific skills, training, etc. you possess that will help our schools be more effective.

I have answered all of the questions to the best of my ability. I hereby certify that there are no omissions of any kind, and no misrepresentations or falsifications, and that the answers are true, accurate and are made in good faith. I understand and acknowledge that, if I am hired by the Preston Public Schools, any omission, misrepresentation or falsification of any kind may be grounds for immediate termination of my employment, or, if not yet hired cancellation of any further consideration of my application for employment.

I hereby authorize the Preston Public Schools to conduct any and all necessary inquiries as to my character, reputation, background and ability to perform in the position I am applying for. I specifically authorize the Preston Public Schools to contact any and all of the educators, employers and references listed on this application, and I authorize such educators, employers and references to release to the Preston Public Schools any and all information, orally or in writing (including documents and/or other records) regarding my education, employment history, background, and any other matter related to my application for employment with the Preston Public Schools, and I hereby release such persons from any and all legal liability in connection with the same.

I understand and agree that I may be required, upon receiving a conditional offer of employment from the Preston Public Schools, to submit to fingerprinting and to national and state criminal history record checks. I fully authorize the Preston Public Schools to conduct any and all such records checks and I agree to cooperate in such checks and hereby release the Preston Public Schools from any and all legal liability in connection with the same.

Printed Name of Applicant

Signature of Applicant

Date

1. Mail this completed application to:

Preston Public Schools
325 Shetucket Turnpike
Preston, CT 06365-8631
Attn: Personnel

2. Have your college placement office forward your transcripts to the above.

WE WILL CONTACT YOU IF AN INTERVIEW IS TO BE ARRANGED.
Thank you for your interest in Preston Public Schools

Attached or otherwise available to you is an Educational Employer Verification form. Please complete one (1) copy of such form for *each* current or former employer that was a local or regional board of education, council, or operator, or if your employment by any other type of employer otherwise caused you to have contact with children. Please complete each copy of such form by completing all of Section 1 and only the "Name of employer" entry in Section 3. (Please disregard the Section 3 header which instructs "To be completed by the Current/Former Employer." The Current/Former Employer you list will be asked to complete the remainder of Section 3.)

III. Pursuant to state law, Connecticut General Statutes Section 10-222c, you are required to answer the following questions as an applicant for employment by a local or regional board of education in a position having direct student contact.

For purposes of the following questions, (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 Section 46b-120, and includes any violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b, or 53a-73a.

1. Have you ever been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency, or municipal police department?

Note: If you have been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency, or municipal police department, but such investigation resulted in a finding that all allegations were unsubstantiated, you should answer "No" to this question.

Yes No

If you answered "Yes," please explain the circumstances:

2. Have you ever been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment:

- (a) while an allegation of abuse or neglect was pending or under investigation by the Department of Children and Families; or
- (b) while an allegation of sexual misconduct was pending or under investigation; or
- (c) due to an allegation substantiated pursuant to Connecticut General Statutes section 17a-101g of abuse or neglect or of sexual misconduct; or
- (d) due to a conviction for abuse or neglect or sexual misconduct?

Yes No

If you answered "Yes," please explain the circumstances:

3. Have you ever had a professional or occupational license or certificate suspended or revoked or have you ever surrendered such a license or certificate:

- (a) while an allegation of abuse or neglect was pending or under investigation by the Department of Children and Families; or
- (b) while an investigation of sexual misconduct was pending or under investigation; or
- (c) due to an allegation substantiated by the Department of Children and Families of abuse or neglect or of sexual misconduct; or
- (d) due to a conviction for abuse or neglect or sexual misconduct?

Yes No

If you answered "Yes," please explain the circumstances:

Please note that pursuant to Connecticut General Statutes Section 10-222c, any applicant who knowingly provides false information or knowingly fails to disclose information regarding the foregoing questions shall be subject to discipline by the employing local or regional board of education, council, or operator that may include (1) denial of employment, or (2) termination of employment.

VERIFICATION AND AUTHORIZATION STATEMENT

I hereby certify and affirm that the information in this Supplement to Employment Application is true, correct, and complete to the best of my knowledge. I certify that I have answered all questions to the best of my ability and I have not withheld any information that would unfavorably affect my application for employment.

I understand that if I am employed by the Preston Board of Education I will be required to submit to a background check which will include state and national criminal history records checks, a Connecticut Department of Children and Families ("DCF") child abuse and neglect registry records check, and may include, but is not limited to, obtaining a consumer report. As part of any criminal history records checks, I understand that I will be required to submit to fingerprinting, at my expense, within thirty (30) days of my date of employment for purposes of submitting my fingerprints to the State Police Bureau of Identification and/or the Federal Bureau of Investigation. I further understand that I will be required to sign an Authorization and Release regarding the required information described above.

I hereby consent to and authorize the disclosure by any current or former employer that is or was a local or regional board of education, council, or operator, or by any current or former employer if my employment thereby caused me to have contact with children, of any and all information requested in the Educational Employer Verification form I have completed as part of my application for employment and the release of records related thereto by the same. I further release any such current or former employer from liability that may arise from the foregoing disclosures or releases of records.

I hereby consent to and authorize the disclosure by the Connecticut State Department of Education ("CSDE") of information, and the release of records related thereto, concerning: (a) my eligibility status for employment if the position I am applying for requires a certificate, authorization, or permit issued by the Connecticut State Department of Education pursuant to chapter 166 of the Connecticut General Statutes; (b) whether the Connecticut State Department of Education has knowledge that a finding has been substantiated by the Connecticut Department of Children and Families pursuant to Connecticut General Statutes Section 17a-101g of abuse or neglect or of sexual misconduct against me and any information concerning such a finding; and (c) whether the Connecticut State Department of Education has received notification that I have been convicted of a crime or if criminal charges are pending against me and any information concerning such charges. I further release the Connecticut State Department of Education from liability that may arise from the foregoing disclosure or release of records.

I hereby certify and affirm that, to my knowledge, I am not disqualified from employment by the Preston Board of Education. I understand and agree that if I have been convicted of a crime which has not been disclosed to the Preston Board of Education, the Board may immediately terminate my employment in accordance with Connecticut General Statutes Sections 10-221d and/or 10-222c. I further understand that any misrepresentation or omission of any fact whenever discovered, including after employment, in my application, resume, or any other materials, or during any interviews, may be cause for my rejection from employment or may result in my subsequent termination if hired.

I also understand that if I accept a position with the Preston Board of Education, the statements on this application will become part of my permanent record.

Signature: _____ Date: _____