

Riverfront Children's Center
476 Thames Street
Groton Ct. 06340

Personnel Application Form (Please complete the whole application before returning)

Name _____ Date _____
Last First Middle S.S.# _____
Address _____
No. & Street City State Zip code
Home Phone (____) _____ Cell Phone (____) _____ Business Phone (____) _____

May we call you at work? Yes ___ No ___ If you are 17yrs. or younger enter your age _____

Position you are applying for _____

What would you prefer? Full time _____ Part time _____ Either _____

Education: Have you graduated from High School or received a High School equivalency diploma?
Yes ___ Name and location of High School _____
No ___ If No, highest grade completed _____

Name	Address	Credit hours Completed	Type of Degree	Major Course Study
School Technical or Business				
College Or University				
Other Education				

Do you have a driver's license? Yes ___ State & license Number _____ No ___
Do you have a public service license? Yes ___ State & license Number _____ No ___
Would you be willing to get a public service license? Yes ___ No ___
Are you a veteran? Yes ___ No ___ If yes, dates of service _____

Please note:

Applicants will be subject to a criminal security check.

Have you ever been convicted of a crime? Yes _____ No _____

If so, state the location of the court or military tribunal, what was the charge, the date of the offense, the date of the conviction, and the sentence you received.

Note: You are not required to disclose the existence of any arrest, criminal charge or conviction IF Law has erased the records. The Laws that provide erasure are the following: (i) a finding of delinquency; (ii) that, as a child, a person was a member of a family with service needs, (iii) an adjudication as a youthful offender; (iv) a criminal charge that was dismissed or nolle; or (v) a conviction for which the person received an absolute pardon. Any person whose records were so erased is deemed to never have been arrested or convicted and may so swear under oath.

Employment History

List the last 3 jobs you have held starting with your most current position:

Job title _____ Type of Business _____ Phone Number _____

Organization name _____ Immediate Supervisor _____

Salary or wage \$ _____ per _____ Hrs per weeks _____

Employment dates _____ Total years or months _____

Reason for leaving _____

Briefly outline duties _____

Job title _____ Type of Business _____ Phone Number _____

Organization name _____ Immediate Supervisor _____

Salary or wage \$ _____ per _____ Hrs per weeks _____

Employment dates _____ Total years or months _____

Reason for leaving _____

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Job title _____ Type of Business _____ Phone Number _____

Organization name _____ Immediate Supervisor _____

Salary or wage \$ _____ per _____ Hrs per weeks _____

Employment dates _____ Total years or months _____

Reason for leaving _____

Briefly outline duties _____

May we contact your current employer? Yes _____ No _____

References

Please see final page to sign authorization for us to contact your references.

Personal

1. Name
Address
Phone
e-mail address

Professional (work, school, volunteer related)

2. Name
Address
Phone
e-mail address

- Name
Address
Phone
e-mail address

- Name
Address
Phone
e-mail address

I certify that the statements made by me on the application are true and complete to the best of my knowledge and are made in good faith. I understand that if I made any misstatement of fact, I am subject to disqualification and dismissal. All statements made on this application, including employment information, are subject to verification as a condition of employment.

Signed _____ Date _____

DO NOT WRITE BELOW

Date Hired: _____

Position: _____

Salary: _____

Recommend by: _____ Date: _____

Supervisor

Approved by: _____ Date: _____

Executive Director

**THE RIVERFRONT CHILDREN'S CENTER, INC.
476 THAMES STREET
GROTON, CT 06340
860-445-8151**

PERMISSION FOR REFERENCE CHECK (This page will be signed at time of interview by applicant and interviewer)

I, the undersigned applicant, have applied to The Riverfront Children's Center, Inc. for employment. I hereby authorize the Center to request such information from others to verify my qualifications for the position for which I have applied. I hereby release from all liability or damage, those individuals or corporations who provide information relating to my prior employment or character. I also authorize them to release this information to The Riverfront Children's Center, Inc.

Applicant

Date

Witness

Date