

# Saint Paul School

Kensington, Connecticut

## EMPLOYMENT APPLICATION

Office use only:

Virtus \_\_\_\_\_

Fingerprints/Background \_\_\_\_\_

### PERSONAL INFORMATION

NAME		SOCIAL SECURITY NUMBER	
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER(S)	E-MAIL ADDRESS	REFERRED BY	

### EMPLOYMENT INFORMATION

POSITION APPLYING FOR		DATE YOU WOULD BE ABLE TO BEGIN
CURRENTLY EMPLOYED? Yes <input type="checkbox"/> No <input type="checkbox"/>	PRESENT EMPLOYER (name, address, phone)	
HAVE YOU EVER BEEN EMPLOYED BY ST. PAUL CHURCH? Yes <input type="checkbox"/> No <input type="checkbox"/> IF YES, WHEN?		

### RELATED EXPERIENCE


### REFERENCES

LIST BELOW THE NAMES OF TWO PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

NAME	PHONE NO.	# YRS KNOWN
ADDRESS		

NAME	PHONE NO.	# YRS KNOWN
ADDRESS		

**CONNECTICUT GENERAL STATUTES SECTION 10-22d**

In accordance with CGS § 10-221d, the Archdiocese of Hartford requires responses by applicants for employment to the following three questions:	Yes	No
Have you ever been convicted of any crime, excluding minor traffic violations?		
Have you ever been dismissed for cause from a position in a public or private school or child care facility?		
Have you ever had a teaching credential revoked, suspended or annulled in any state, territory or foreign country?		

If you answered “yes” to any of the questions in the Connecticut General Statutes section you must attach a signed statement of explanation. Submit official copies of court record(s), including disposition of case.

**Special Note:** You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Connecticut General Statutes Sec. 46b-146, 54-76o, or 54-142a. If your criminal records have been erased pursuant to one of these statutes, you may swear under oath that you have never been arrested. Criminal records that may be erased are records pertaining to a finding of delinquency or that a child was a member of a family with service needs (CGS Sec. 46b-146), an adjudication as a youthful offender (CGS Sec. 54-76o), a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon (CGS Sec. 54-142a).

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**AUTHORIZATION BY APPLICANT**

I certify that all of the information provided by me on this application is true, correct, complete and made in good faith. I understand that any false, fraudulent or misleading information or omission may be grounds for not hiring me or for firing me after I begin work if discovered at a later date. I authorize any person, school, current and former employer, reference, reporting agency, or any other organization or agency to provide information relevant to St. Paul Church Corporation and its investigation into any statements I have made on my application or any other matters relating to my background and qualifications. I hereby give St. Paul Church Corporation, and anyone acting on its behalf, the right to make a thorough investigation into my previous employment, education and references. I release all persons, companies and corporations supplying such information, St. Paul Church Corporation and anyone acting on its behalf from and against any and all liability which might result from furnishing or receiving such information.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

- Required:**  
 Virtus (Safe Environment) Training  
 Fingerprints\*  
 Background Check (\$74.00)\*  
 \*employee’s expense