

Integrated Day Charter School  
68 Thermos Avenue  
Norwich, CT 06360



PH: (860) 892-1900  
FAX: (860) 892-1902

## GENERAL EMPLOYMENT APPLICATION

**POSITION DESIRED:** \_\_\_\_\_

Name: _____		
(LAST)	(FIRST)	(MIDDLE)
Address: _____		Telephone (Home): _____
_____		Telephone (Work): _____
Social Security # _____		

Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> 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.)
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<b>IDCS, Inc. (Integrated Day Charter School) is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, sexual orientation, marital status, ethnicity, national origin, mental or physical disabilities.</b>
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**General instructions:** Please respond to every question on the application form. If a question does not apply to you, write "N/A" in the space provided. If you need more space, attach a separate sheet of paper and indicate the question to which your response applies.

<b><u>Military Service Record</u></b> Were you in the Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, what branch? _____  Dates of service:    From _____ to _____    Rank at discharge: _____  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 the Integrated Day Charter School: _____ _____ _____
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Employer and address	Position	Final salary	Employment Dates					Immediate Supervisor
			MO	YR	T O	MO	YR	
Name								Name
Address					T O			Title
								Ph #
Name								Name
Address					T O			Title
								Ph #
Name								Name
Address					T O			Title
								Ph #
Name								Name
Address					T O			Title
								Ph #
Name								Name
Address					T O			Title
								Ph #
Name								Name
Address					T O			Title
								Ph #

**Note:** As part of background and reference checks, IDCS may contact you current and former employer(s).

**Education information:**

School/University and address	Major	Graduation date	Degree earned
Name			
Address			
Name			
Address			
Name			
Address			
Name			
Address			

<b>References:</b>	Provide contact information for three persons, not related to you, who are familiar with your work performance.		
<b>Name</b>	<b>Address</b>	<b>Phone number</b>	<b>Relationship to applicant</b>
1.			
2.			
3.			

**Miscellaneous**

1. Have you ever been convicted of a crime?  Yes  No If "YES", please attach an explanation, including the date of the conviction(s), date of release from custody (if any), the nature of the offense and other pertinent information.
2. Are any criminal charges pending against you at this time?  Yes  No If "YES", please describe.
3. Do you have any relatives working for IDCS?  Yes  No If so, who: \_\_\_\_\_
4. If hired, how soon are you available? \_\_\_\_\_
5. How did you find out about the Integrated Day Charter School? \_\_\_\_\_

Provide any additional information regarding particular skills and abilities that may be beneficial to the school. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have answered all of the questions to the best of my ability. I hereby certify that there are no omissions or misrepresentations, and that all of my answers are true, accurate and made in good faith. I understand and acknowledge that, if I am hired by IDCS, Inc., any omission, misrepresentation or falsification of any kind may be grounds for termination of employment.

I hereby authorize IDCS, Inc. to conduct any and all necessary inquiries into my character, background and ability to perform in the position I am applying for. I specifically authorize IDCS, Inc. to contact any and all of the educators, employers and references listed on this application, and I authorize such persons to release to IDCS, Inc. any and all information regarding my education, employment history, background and other matters related to my application for employment with IDCS, Inc., and I hereby release such persons from any and all legal liability in connection with the same.

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

\_\_\_\_\_  
Printed name of applicant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Mail/submit the completed application, with any related materials to:

**Director  
Integrated Day Charter School  
68 Thermos Avenue  
Norwich, CT 06360**

**You will be contacted if an interview is to be scheduled.**

*Thank you for your interest in the Integrated Day Charter School.*