

Integrated Day Charter School  
68 Thermos Avenue  
Norwich, CT 06360



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

## PROFESSIONAL APPLICATION FOR TEACHING POSITIONS

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

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.)

**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.**

**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.

**Military Service Record**  
Were you in the Armed Forces?  Yes  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:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Teaching, Administrative and other related work experience** (List in chronological order beginning with present position, including student teaching)

School and address	Grade	Subject	Employment Dates				Immediate Supervisor
			MO	YR	TO	MO	
Name							Name
Address					TO		Title
							Ph #
Name							Name
Address					TO		Title
							Ph #
Name							Name
Address					TO		Title
							Ph #
Name							Name
Address					TO		Title
							Ph #
Name							Name
Address					TO		Title
							Ph #
Name							Name
Address					TO		Title
							Ph #

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

Are you currently 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 system 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:			

<b>Educational Data (list in chronological order beginning with high school)</b>				
<b>School/University and address</b>	<b>Major</b>	<b>G.P.A.</b>	<b>Graduation date</b>	<b>Degree earned</b>
Name				
Address				
Name				
Address				
Name				
Address				
Name				
Address				

Honors, publications or other distinctions earned:

List extracurricular activities you are willing to supervise:

<b>References:</b>	Provide contact information for three persons, not related to you, who are familiar with your work		
<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. Are you currently under contract?  Yes  No Salary: \_\_\_\_\_ Expiration date: \_\_\_\_\_
4. If hired, how soon are you available? \_\_\_\_\_
5. How did you find out about the Integrated Day Charter School? \_\_\_\_\_

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**\*\*\* Please attach a typed essay, of no more than two pages, describing “a classroom that reflects your educational philosophy.”**

With your package, please include the following:

1. Letter of intent
2. Completed application form, with essay
3. Current resume
4. 3 letters of professional reference
5. Copies of college transcripts
6. Evidence of certification, or eligibility

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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 may 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 the completed application, with 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.*