



# EASTERN CONNECTICUT STATE UNIVERSITY

83 WINDHAM STREET • WILLIMANTIC, CONNECTICUT 06226 • 860-465-5228 • FAX # 860-465-4652

## APPLICATION FOR EMPLOYMENT

*ECSU is committed to excellence through diversity; and as such, we encourage applications from all people, including women, members of ethnic/racial minorities and protected classes, veterans, and persons with disabilities.*

### EMPLOYMENT APPLICATION PROCEDURE

1. Complete all applicable sections of the application.
2. Type or print in ink all requested information.
3. Sign and date the application
4. Attach a resume (optional)
5. Submit all materials to:

OFFICE OF HUMAN RESOURCES  
 Eastern Connecticut State University  
 83 Windham Street  
 Willimantic, CT 06226

### SPECIAL EMPLOYMENT NOTICE TO DISABLED VETERANS, VIETNAM ERA VETERANS, AND INDIVIDUALS WITH PHYSICAL OR MENTAL DISABILITIES.

Government contractors are subject to 38 USC 2012 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified disabled individuals.

**If you require special accommodations for interviewing, please contact the University 48 hours in advance. Telephone: 860-465-4651.**

### PERSONAL INFORMATION

Last Name		First Name		Middle Initial
Former Name		Social Security Number		
Preferred Prefix: <input type="checkbox"/> None <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.		Suffix: (ie., Jr., Sr., etc.)		
Street Address		City	State	Zip
Email address	Home telephone (     )		Work telephone (     )	
Is your home number unlisted? <input type="checkbox"/> Yes <input type="checkbox"/> No		May we call you during the day? <input type="checkbox"/> Yes <input type="checkbox"/> No		
It is the practice of the University to make an effort to protect the confidentiality of our employees and not release the home address and telephone number(s) of employees. There may be emergencies or unusual circumstances when the University needs to contact employees at home for business related reasons.				

### EMPLOYMENT DESIRED

Position applying for: \_\_\_\_\_

Will consider:  Full-time  Part-time  Temporary  Days  Evenings

If employed, and you are under 18, can you furnish a work permit?  Yes  No

Have you ever applied to or worked for ECSU?  Yes  No

Have you ever been or are you employed by any Connecticut State Agency?  Yes  No

If Yes, give Employer(s) and Date(s) \_\_\_\_\_

On what date would you be available to work? \_\_\_\_\_

List professional designations and licenses (in good standing) that you currently hold (e.g., R.N., LPN, MD, FSA bar membership, CLU, CPP, NASD).

Agency Issuing \_\_\_\_\_ Expiration Date \_\_\_\_\_

EDUCATION		
Certificates and Diploma's	Institution	Year of Graduation
<input type="checkbox"/> High School		
<input type="checkbox"/> Associate's Degree		
<input type="checkbox"/> 2-year Certificate		
Bachelor's Degree: <input type="checkbox"/> B.A. <input type="checkbox"/> B.S. <input type="checkbox"/> B.F.A. <input type="checkbox"/> B.S. Ed.  <input type="checkbox"/> Other _____		
Master's Degree: <input type="checkbox"/> M.A. <input type="checkbox"/> M.S. <input type="checkbox"/> M.Ed. <input type="checkbox"/> M.F.A. <input type="checkbox"/> M.L.S. <input type="checkbox"/> M.B.A. <input type="checkbox"/> M.P.A. <input type="checkbox"/> M.S.W.		
Doctorate: <input type="checkbox"/> Ph.D. <input type="checkbox"/> Ed.D. <input type="checkbox"/> Other _____		
Other Degrees: <input type="checkbox"/> M.D. <input type="checkbox"/> 6th Yr. <input type="checkbox"/> C.P.A. <input type="checkbox"/> J.D.  <input type="checkbox"/> Other		

REFERENCES	<input type="checkbox"/> Resume on file or attached
Please list three individuals, other than relatives, who can provide information concerning your work ability.	
May we contact the current supervisor <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name _____	
Address _____	
Occupation _____ Telephone (between 9 a.m. and 5 p.m.) _____	
Name _____	
Address _____	
Occupation _____ Telephone (between 9 a.m. and 5 p.m.) _____	
Name _____	
Address _____	
Occupation _____ Telephone (between 9 a.m. and 5 p.m.) _____	

**EMPLOYMENT EXPERIENCE**

Resume on file or attached

Present or most recent position first.  
It is necessary to complete each item below.

Current Employer	From (month/year)	To (month/year)
Name of Supervisor	Annual Salary	or Hourly Rate
Address	Telephone (      )	
Reason for leaving	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job title/duties	If yes, name and number of current supervisor	
Former Employer	From (month/year)	To (month/year)
Name of Supervisor	Annual Salary	or Hourly Rate
Address	Telephone (      )	
Reason for leaving	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job title/duties	If yes, name and number of current supervisor	
Former Employer	From (month/year)	To (month/year)
Name of Supervisor	Annual Salary	or Hourly Rate
Address	Telephone (      )	
Reason for leaving	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job title/duties	If yes, name and number of current supervisor	

Explain any period between any of the jobs listed above \_\_\_\_\_  
\_\_\_\_\_

Have you ever been discharged from any employment or asked to resign?  Yes  No  
If yes, please explain:

<b>MILITARY SERVICE</b>	
Branch	
Rank	Date of Service
(Please note: A dishonorable discharge or general discharge is not an absolute bar to employment)	
<b>Optional:</b> If you need additional space, please continue on another sheet (regarding previous positions), or attach resume.	

<b>ATTENDANCE AND PUNCTUALITY INFORMATION</b>
<p>Consistent attendance and punctuality are essential requirements of every job with this company. Is there anything that would interfere with your regular attendance and punctuality if you were offered a job with ECSU? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please explain</p> <p>_____</p> <p>_____</p>

**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 § 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 (C.G.S § 46b-146), an adjudication as a youthful offender (C.G.S. § 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 (C.G.S. § 54-142a).

I have read and understood the above statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Nota Especial:** Usted **no tiene** que revelar informacion de arresto, cargos criminales or convicciones; **registros criminales que han sido eliminados** en relacion a los Estatutos Generales del Estado de Connecticut §46b-146, 54-76o, o 54-142a. Si su registro criminal ha sido eliminado en relacion a estos estatutos, puedes jurar que no has sido arrestado. Ejemplos de registros criminales que han sidos eliminados son:

- Registros que se refieren a delincuencia o un nino que era un miembro de una familia con necesidades de servicios (C.G.S. §46b-146);
- Una adjudicacion de delincuente juvenil (C.G.S. §54-76o);
- Un cargo criminal donde fue determinado que la persona no era culpable; o
- Una conviccion en que la persona recibio un perdon absoluto (C.G.S. §54-142a).

He leído y entiendo esta informacion:

\_\_\_\_\_  
Firma

\_\_\_\_\_  
Fecha

Position Applying For: \_\_\_\_\_

**APPLICATION VOLUNTARY DATA ADDENDUM -  
Equal Employment Opportunity Survey Sheet**

Information provided by you in this section will be used only in accordance with State and Federal Reporting Requirements. This data will be kept confidential. This page will not be viewed by the Search Committee. Refusal to provide this information will not subject you to adverse action.

**I. Personal Information**

It is the policy of ECSU to afford equal opportunity to all employees and applicants for employment without regard to race, color, religious creed, religion, age, sex, sexual orientation, marital status, national origin, ancestry, disability including learning disability, past or present history of a mental disorder, or other protected status unless there is a bona fide occupational requirement which excludes persons in one of the above protected groups, physical disability, genetic background, or prior conviction of a crime, unless the provisions of Section 46a-60(b), 46a-80(b), or 46a-81(b), or the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups.

Name (Last, First, M.I.)  
\_\_\_\_\_

Sex:  Female  Male

**II. Ethnic Race:**

- White (not of Hispanic origin)** - All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- Black (not of Hispanic origin)** - All persons having origin in any of the Black Racial groups of Africa.
- Hispanic** - All persons of Mexican, Puerto Rican, Cuban, Central American, South American, or other Spanish culture or origin, regardless of race.
- Asian/Pacific Islander** - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or the Indian subcontinent.
- American Indian or Native American** - All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- Other

**III. Disability Status**

Are you disabled as defined below?  Yes  No

If yes, is it a military service disability?  Yes  No

**Definition - Disabled:** Any person who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a record of such impairment or (3) is regarded as having such impairment. For EEO purposes, a disabled person is "substantially limited" if he or she is likely to experience difficulty in securing, retaining or advancing in employment because of disability.

May we release this information to hiring departments?  Yes  No

Type of disability \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. Veterans Status:**

1.  **Non-Veteran**
2.  **Veteran of the Vietnam Era:** A person who served on active duty for more than ninety (90) days, any part of which occurred between 12/22/61 and 7/1/75, and was discharged or released there from which other than a dishonorable discharge, or was discharged from active duty for a service-related disability if any part of the active duty was between 12/22/61 and 7/1/75.
3.  **Veteran of Non-Vietnam Eras**
4.  **Disabled Veteran:** A person entitled to disability compensation under laws administered by the Veterans Administration for disability rated at thirty (30) percent or more, or a person whose discharge or release from active duty was a disability incurred or aggravated in the line of duty.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Please return this page with the enclosed envelope to:  
Office of Equity and Diversity  
Eastern Connecticut State University  
83 Windham Street  
Willimantic, CT 06226**

**ADDITIONAL INFORMATION**

Summarize special job-related skills, qualifications, or training acquired. (Example: Bilingual, military training, etc.)

Computer Use       PC       Apple Macintosh

Software Applications

Special Skills

Machinery/Equipment Operated

Occupational Licenses or Certificates

Do you have a valid driver's license?       Yes       No

Referral Sources       Employee List       Word of Mouth (Friends/Colleague)       ECSU Web Page  
 Newspaper Ad. Which paper?

Is any member of your family an employee of ECSU       Yes       No

If yes: Name

Department

Relationship

If employment is offered, you will be required to submit documents to establish your identity and verification of your legal right to work in the United States within three days after commencement of employment.

Have you ever been convicted of any violation of law other than minor traffic rules, including but not limited to violation of state, federal, or local law, as well as violation of the Uniform Code of Military Justice?  
(A conviction is not necessarily a bar to employment at ECSU.)       Yes       No

If Yes, please explain:

**APPLICANT'S STATEMENT: PLEASE SIGN**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the University.

I understand that consideration for employment at ECSU is contingent upon the results of the reference and background review. I hereby authorize ECSU and its agents to investigate the truthfulness of all information I have provided in my application, resume and other attachments. I authorize ECSU to discuss the results of such a review with ECSU employees involved in the hiring process. I give consent for all contacted persons to provide information concerning my application, and I release each such person from liability for providing information to ECSU and its agents. I agree to execute any consent forms necessary for ECSU to conduct its lawful pre-employment checks.

Signature of Applicant

Date

(This application will be kept in the Office of Human Resources for 1 year from the initial day of application.)  
HUMAN RESOURCES USE ONLY