



APPLICATION FOR EMPLOYMENT

WCSU is committed to excellence through diversity, and as such, we encourage applications from all people, including members of ethnic/racial minorities, from veterans, and from 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 resumé (optional).
5. Submit all materials to:

Human Resources Department
Western Connecticut State University
181 White Street
Danbury, Connecticut 06810

or fax to: (203) 837-8613

Benefits Information

For benefit information, visit the Human Resources Web site at www.wcsu.edu/hr

Employment Desired

Position applying for: _____

Name (Last, First, Middle Initial) _____

Home telephone: (_____) _____ — _____

Business (day) telephone: (_____) _____ — _____

May we call during the day? Yes No

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: (203) 837-8497.

Western Connecticut State University is an equal opportunity employer.

Personal Information

Name (Last, first, middle initial) _____

Street Address _____

City _____ State _____ Zip _____

Home telephone: (_____) _____ — _____ Business (day) telephone: (_____) _____ — _____

Will Consider: Full-time Part-time Temp Days Evenings No. of hours/week: _____ Salary expected: _____

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

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

If yes: Employer(s) and date(s) _____

On what date would you be available to work? _____

Referral Source: Self Ad WCSU employee Other _____

Is any member of your family an employee of WCSU? 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 U.S.

Have you ever been CONVICTED of an offense against criminal or military law, or are there criminal charges currently pending against you? (Exclude minor traffic violations or any offense settled in juvenile court or under a youth offender law.) Yes No

If yes, please attach a detailed explanation about the nature of the conviction, degree of rehabilitation and time since release.

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 nulled, 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).

References

Please list three people, other than relatives, who can provide information concerning your work ability.

Name _____

Address _____

Occupation _____ Telephone (between 9 a.m. and 6 p.m.) (_____) _____ — _____

Name _____

Address _____

Occupation _____ Telephone (between 9 a.m. and 6 p.m.) (_____) _____ — _____

Name _____

Address _____

Occupation _____ Telephone (between 9 a.m. and 6 p.m.) (_____) _____ — _____

Employment Experience

May we contact your current supervisor? Yes No Not while I am still employed

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

Current Employer _____ From _____ To _____
month/year month/year

Name of Supervisor _____ Annual Salary or Hourly Rate _____

Address _____ Telephone (_____) _____ — _____

Reason for Leaving _____

Job Title/Duties _____

Former Employer _____ From _____ To _____
month/year month/year

Name of Supervisor _____ Annual Salary or Hourly Rate _____

Address _____ Telephone (_____) _____ — _____

Reason for Leaving _____

Job Title/Duties _____

Former Employer _____ From _____ To _____
month/year month/year

Name of Supervisor _____ Annual Salary or Hourly Rate _____

Address _____ Telephone (_____) _____ — _____

Reason for Leaving _____

Job Title/Duties _____

Former Employer _____ From _____ To _____
month/year month/year

Name of Supervisor _____ Annual Salary or Hourly Rate _____

Address _____ Telephone (_____) _____ — _____

Reason for Leaving _____

Job Title/Duties _____

Military Experience

Branch _____ Rank _____ Dates of service _____

(Please note: A dishonorable discharge or general discharge is not an absolute bar to employment.)

Optional

If you need additional space, please continue writing on this sheet (regarding previous positions), or attach resumé.

Education

Name & Location of School	Course of Study	No. of Years Completed	Did You Graduate?	Degree/Diploma/Certificate or Credits earned
High School _____				
Bus/Trade/Tech _____				
2-Year College _____				
4-Year College _____				
Other _____				

Describe professional or school offices held, other activities, any scholarships, awards, etc. _____

Additional Information

Summarize special job-related skills, qualifications, or training acquired. (Example: Bi-Lingual, Military Training, etc.) _____

Machinery/Equipment Operated _____

Occupational Licenses or Certificates _____

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

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.

Signature of Applicant: _____ Date: _____