

Connecticut Technical High School System

PROFESSIONAL EMPLOYMENT APPLICATION Application for Teacher and School Administrator Positions

25 INDUSTRIAL PARK ROAD, MIDDLETOWN, CONNECTICUT 06457 1-800-U-CAN-TECH FAX: (860) 807-2167

STATE BOARD OF EDUCATION



APPLICATION GUIDLINES:

Interested candidates should submit the following to be considered for an interview

- Cover letter (letter of intent)
- Resume
- Completed CT Technical High School System application form
- Proof of certification
- Three current letters of references
- Transcripts

For Administrator Positions send to: Kimberly Traverso, Recruitment Consultant, Connecticut Technical High Schools, 25 Industrial Park Road, Middletown, CT 06457.

For Teacher Positions send to: Cheryl Fredette, Personnel, Connecticut Technical High Schools, 25 Industrial Park Road, Middletown, CT 06457.

PROFESSIONAL EMPLOYMENT APPLICATION

Connecticut Technical High School System
25 Industrial Park Road, Middletown, CT 06457
Tel: 1-800-U-CAN-TECH • Fax: (860) 807-2167 • Web: www.cttech.org

Application for Instructor and School Administrator Positions
(Please type or print **legibly** in ink. Attach additional sheets as required.)

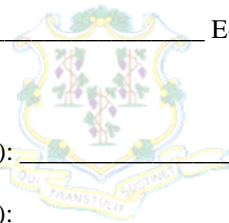
Thank you for your interest in the Connecticut State Department of Education, for its Technical High Schools. We invite outstanding educational leaders to apply for positions in our system. The Connecticut Technical High School System is a statewide system of 17 small high schools offering strong instruction in academics and a wide variety of trade technologies. Our administrative team is developing/implementing curriculum in both academic and trade areas and providing intensive professional development. CTHSS scheduling model offers school more flexibility and students more electives. The position offers a competitive starting salary and state benefits.

Name _____ Former last name(s) _____ Date _____
(Last) (First) (MI)

Address _____
Street City State Zip

Telephone: Day: () _____ Eve: () _____ E-mail: _____

Position Applying For:



- _____ Full-time Instructor Subject(s): _____
- _____ Part-time Day Instructor Subject(s): _____
- _____ Part-time Evening Instructor Subject(s): _____
- _____ Coach Sport(s): _____
- _____ Substitute Instructor Subject(s): _____
- _____ Principal
- _____ Assistant Principal

DEMOGRAPHIC INFORMATION (Voluntary): In order to meet state and federal reporting requirements, we request that you voluntarily supply the following information on gender and race. This data will not be used for discriminatory purposes and will not be considered in the evaluation of your application.

- _____ F _____ American Indian/Alaskan Native _____ Caucasian
- _____ M _____ Asian/Pacific Islander _____ Hispanic
- _____ African American _____ Other, Specify: _____
- _____ Pacific Islander

YOUR ANSWERS TO THE FOLLOWING QUESTIONS ARE MANDATORY!

If you answer yes to questions 2, 3, OR 4, **explain on a separate sheet of paper and attach it to this application.** Provide information concerning the jurisdiction of the conviction, pending charges, approximate date, nature of conviction or charges or circumstances of dismissal.

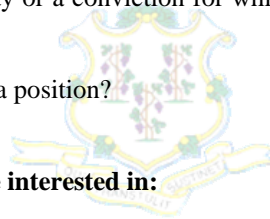
1. Are you legally authorized to work in the U.S.?
_____ Yes _____ No

2. Have you ever been convicted of a felony or any other criminal offense, either within or outside of the State of Connecticut?
_____ Yes _____ No

3. Are any criminal charges currently pending against you, either within or outside of the State of Connecticut?
_____ Yes _____ No

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 services 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).

4. Have you ever been dismissed or discharged from a position?
_____ Yes _____ No



Please check the following schools you are interested in:

School Locator

<u>Name of School</u>	<u>Location</u>
<input type="checkbox"/> Emmett O'Brien	Ansonia
<input type="checkbox"/> Bullard Havens	Bridgeport
<input type="checkbox"/> Bristol T.E.C.	Bristol
<input type="checkbox"/> Henry Abbott	Danbury
<input type="checkbox"/> H.H. Ellis	Danielson
<input type="checkbox"/> Ella T. Grasso	Groton
<input type="checkbox"/> Eli Whitney	Hamden
<input type="checkbox"/> A.I. Prince	Hartford
<input type="checkbox"/> Howell Cheney	Manchester
<input type="checkbox"/> Cheney Satellite	Enfield
<input type="checkbox"/> Stratford-Aviation	Stratford
<input type="checkbox"/> H.C. Wilcox	Meriden
<input type="checkbox"/> Vinal	Middletown
<input type="checkbox"/> Platt	Milford
<input type="checkbox"/> E.C. Goodwin	New Britain
<input type="checkbox"/> Norwich	Norwich
<input type="checkbox"/> J.M. Wright	Stamford
<input type="checkbox"/> Oliver Wolcott	Torrington
<input type="checkbox"/> W.F. Kaynor	Waterbury
<input type="checkbox"/> Windham	Willimantic



CERTIFICATION/LICENSE INFORMATION:

Are you currently certified to teach in Connecticut? ____ Yes ____ No

List teaching endorsements and expiration dates:

Subject/Endorsement No.	Expires:	Subject/Endorsement No.	Expires:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are you currently certified as an Administrator in Connecticut? ____ Yes ____ No

List endorsements and expiration dates:

Administrator/Endorsement No.	Expires:	Administrator/Endorsement No.	Expires
_____	_____	_____	_____
_____	_____	_____	_____

If you are not currently certified, are you eligible for Connecticut certification? ____ Yes ____ No

List endorsements for which you are eligible: _____

List other states in which you are currently certified to teach: _____

List other states in which you are certified as an administrator: _____

Do you have tenured status in Connecticut under C.G.S. Sec. 10-151? ____ Yes ____ No

District in which you achieved tenure: _____ Date Tenured _____

Do you hold a valid driver's license? ____ Yes ____ No In what state? _____

Do you hold a Commercial Driver's License (CDL)? ____ Yes ____ No Expires: _____

Do you hold a Public Passenger Transport Permit (PPTP)? ____ Yes ____ No Expires: _____

Do you hold any Trade Licenses? ____ Yes ____ No List trade licenses and expiration dates:

Trade/Type	Expires:	Trade/Type	Expires:
_____	_____	_____	_____
_____	_____	_____	_____

Do you hold a current Connecticut Coaching Permit? ____ Yes ____ No Expires: _____

MILITARY SERVICE:

Are you a U. S. Veteran? ____ Yes ____ No If yes, list branch: _____

Dates of Service: From _____ To _____

EDUCATIONAL INFORMATION:

(Attach copies of graduate and undergraduate transcripts.)

Did you graduate from high school or receive a high school equivalency diploma? ____ Yes ____ No

If yes, what's the name of the high school you graduated from _____

List all postsecondary school education. Attach additional sheets if needed.

School/University Address	Major	Minor	Dates Attended From/To	Degree Awarded	No. of Credits Completed

Other than English, in what language(s) are you fluent? _____

TEACHING/ADMINISTRATIVE EXPERIENCE:

(Please list positions in chronological order, with current or most recent position first). Attach additional sheets if necessary.

School Name & Address	Assignment/ Subject(s) Taught	Employment Dates From/To	Reason for Leaving	Superintendent/ Building Supervisor	Phone

Mandatory-Briefly describe your background and qualification in relations to the position you are applying for:

Attach additional sheets if necessary

OTHER WORK EXPERIENCE:

Attach additional sheets if necessary.

Employer Name/Address	Job Title	From/To	Reason for Leaving	Supervisor Name/Phone

If you are currently receiving pension benefits from either the Teachers Retirement System or the State Employees Retirement System, there are limits to the number of hours you may work without jeopardizing your pension. If you become an employee, you must advise us that you are a retiree. However, it is your responsibility to ensure that you do not exceed the allowable number of hours.

Are you related to any current employee of the Connecticut Department of Education or Connecticut Technical High School System (this includes related by marriage)? Yes No

If so, list name(s): _____

It is the policy of the Connecticut Technical High School System that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, because of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut Technical High School System does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to the Title IX Coordinator at CTHSS, 25 Industrial Park Road, Middletown, CT 06457; telephone number (860) 807-2227 for Title IX coordinator & 504 coordinator for each school, and/or, regarding race, color, national origin, age, sex and/or disability, to the U.S. Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, Massachusetts 02110-1491; telephone number (617) 289-0111; fax number (617) 289-0150; TTY/TDD (877) 521-2172. The Connecticut Technical High School System is an equal opportunity/affirmative action employer.

I understand that if I am employed by the Connecticut Technical High School System I will be required to submit to a state and national criminal history records check for a period of 30 days from my date of employment, and I will be required to submit to fingerprinting, **at my expense**, for purposes of submitting my fingerprints to the Federal Bureau of Investigation for a national criminal history records check. If my position requires me to obtain and maintain a Commercial Drivers License (CDL), I understand that it will require periodic drug and alcohol screening in accordance with federal regulation.

I hereby authorize any and all law enforcement agencies, current and former employers, credit agencies and academic institutions to supply any information regarding my background to the Connecticut Technical High School System and to its agents and employees, and I hereby release all such former employers, law enforcement agencies, credit agencies and academic institutions, their agents and employees from any liability arising from the supplying and use of such information.

I hereby certify that all of the information stated herein is accurate, complete and true to the best of my belief. I understand and agree that a false or dishonest answer to any question or the omission of pertinent information may be grounds for immediate termination of my employment.

Signature of Applicant

Date

The Connecticut State Department of Education is an Affirmative Action/Equal Opportunity Employer.