



**EMPLOYMENT APPLICATION**

**Day and Residential Services  
Administrative Offices  
950 Slater Road, New Britain, CT. 06053  
Phone: (860) 229-6665 Fax: (860) 826-6883**

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

**PLEASE PRINT**

Position(s) Applied For:				Date of Application:		
Last Name		First Name		Middle Name		
Address:	Number	Street	City	State	Zip Code	
Telephone number(s):						
How Did You Learn About Us?						
<input type="checkbox"/>	Advertisement - Hartford Courant		<input type="checkbox"/>	Advertisement - Waterbury Republican-American		
<input type="checkbox"/>	Advertisement - New Britain Herald		<input type="checkbox"/>	Friend	<input type="checkbox"/>	Employment Agency
<input type="checkbox"/>	Advertisement - Bristol Press		<input type="checkbox"/>	Relative	<input type="checkbox"/>	Other _____

Have you ever filed an application with us before?  Yes  No  
If yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
If yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you a U.S. citizen?  Yes  No

If not, do you have the legal right to work in the U.S.?  Yes  No  
Proof of citizenship or Immigration Status will be required upon employment.

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

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony within the last 7 years?  Yes  No  
(Conviction will not necessarily disqualify an applicant from employment.)

If yes, please explain: \_\_\_\_\_

## EDUCATION

	Elementary School					High School				Undergraduate College/University				Graduate/ Professional			
School Name/ Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																	
Describe Course of Study																	

Indicate any foreign languages you can speak, read and/or write.						
	Fluent		Good		Fair	
SPEAK						
READ						
WRITE						

Describe any specialized training, licenses, apprenticeships, skills and extra-curricular activities.

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Describe any honors you have received.

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List professional, trade, or business activities and offices held.

You may exclude memberships that would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status

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Military Service: Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Type of Military Discharge: \_\_\_\_\_

Special Skills and Qualifications:

Summarize special job-related skills and qualifications acquired from employment or other experience.

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**EMPLOYMENT EXPERIENCE**  
**(MUST BE COMPLETED IN ADDITION TO RESUME)**

Start with your present or last job.

1.	Employer	Date Employed From      To		Work Performed
	Address			
	Telephone Number(s)	Hourly Rate/Salary Starting      Final		
	Job Title	Supervisor		
	Reason for Leaving			
2.	Employer	Date Employed From      To		Work Performed
	Address			
	Telephone Number(s)	Hourly Rate/Salary Starting      Final		
	Job Title	Supervisor		
	Reason for Leaving			
3.	Employer	Date Employed From      To		Work Performed
	Address			
	Telephone Number(s)	Hourly Rate/Salary Starting      Final		
	Job Title	Supervisor		
	Reason for Leaving			
4.	Employer	Date Employed From      To		Work Performed
	Address			
	Telephone Number(s)	Hourly Rate/Salary Starting      Final		
	Job Title	Supervisor		
	Reason for Leaving			

**If you need additional space, please continue on a separate sheet of paper.**

Do you have a current State of Connecticut driver's license?  Yes  No

If yes, please give operators number: \_\_\_\_\_

Have you been convicted of a crime in the past ten years, excluding misdemeanors, which has not been annulled, expunged or sealed by a court?  Yes  No

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been bonded?  Yes  No

If yes, with what employer? \_\_\_\_\_

Why would you like to work for CCARC, Inc.? (Please respond with a minimum of fifty (50) words.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant's Statement**

The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

If you decide to engage an investigative consumer reporting agency to report on my credit and personal history I authorize you to do so. If a report is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature