Employment Application

STATE OF CONNECTICUT DIVISION OF CRIMINAL JUSTICE

An Affirmative Action/Equal Opportunity Employer

EMPLOYMENT APPLICATION

General Instructions

- Thank you for your interest in the Division of Criminal Justice. In order to process your application, please print or type all information requested on this form. If a question does not apply, please write "N/A" in the space provided. Be sure to answer all questions completely.
- If you need additional space to respond, attach a separate sheet indicating the section to which you are responding.
- The Division of Criminal Justice, as an affirmative action/equal opportunity employer, does not discriminate on the basis of race, color, age, religious creed, sex, sexual orientation, marital status, national origin, ancestry, veteran status, present or past history of mental disability, genetic information, learning disability, intellectual disability, physical disability, including, but not limited to, blindness, except in cases of bona fide occupational qualification, or other protected class under applicable law. Applicants for all positions will be considered without regard to any legally protected status. The Division of Criminal Justice does not discriminate against any "qualified applicant with a disability" as defined under the Americans with Disabilities Act and will make reasonable accommodations, when they do not impose an undue hardship on the agency. If you require reasonable accommodation to complete this application and/or any other aspect of the employment application process please contact the Human Resources Unit at (860) 258-5800.

Name and Address

Position Applying for *(Please specify Title and Location)*:				**PCN**
Name of Applicant:				
Date of Application:				
Home Telephone:		**Business Telephone**:		
Cell Phone:		**E-Mail Address:**		
Home Address *(Number and Street, City, State and ZIP Code)*:				

Education

Please list all schools you attended (including high school, college, graduate school, law school or other). Use additional sheets, if necessary. Include honors and related educational activities.

Name of School	City and State	Major Subject	Graduate (Yes/No)	Diploma/ Degree	Class Rank*

**Law School, where computed*

Employment History

*Please list only the employment that you believe qualifies you for the position for which you are applying. List all other experience in the **General Experience** section. Begin with your present or most recent employment and work backward for the last ten (10) years. If additional space is required, attach a sheet using the same format.*

Name of Employer	**Address** *(City and State)*	**Job Title**

Duties	**Hrs/Wk**	**Dates** *(mo/yr)*
		From / to /

Reason for leaving:	

Name of Employer	**Address** *(City and State)*	**Job Title**

Duties	**Hrs/Wk**	**Dates** *(mo/yr)*
		From / to /

Reason for leaving:	

General Experience

Please list all of your other experience here. If additional space is required, attach a sheet using the same format.

Name of Employer	**Address** *(City and State)*	**Job Title**

Duties	**Hrs/Wk**	**Dates** *(mo/yr)*
		From / to /

Reason for leaving:	

Name of Employer	**Address** *(City and State)*	**Job Title**

Duties	**Hrs/Wk**	**Dates** *(mo/yr)*
		From / to /

Reason for leaving:	

Military Experience

Have you served in the military? ☐ Yes ☐ No

If yes, what branch? Dates of Service: / to /

Bar Admissions (Attorneys)

This section applies only to positions requiring a law degree. All other applicants should go to the next section.

JURIS NUMBER: Have you ever been disciplined by a state or federal court? ☐ Yes ☐ No

Court	Date Admitted	In Good Standing?
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No

Licenses and Certificates

Please list here any licenses or certificates you hold which are valid and in good standing, including driver's licenses.

Name or Description	Issued by	Date	Number

Additional Information

1. Are you legally able to work in the United States? ☐ Yes ☐ No *(If hired, you must complete Form I-9 for employment eligibility.)*
2. Do you speak, read or write any language other than English? *(Your answer is voluntary unless required by the job announcement.)*

   ☐ Yes ☐ No If yes, what language(s):
3. Why are you interested in employment with the Division of Criminal Justice?

4. May we contact your employer for information about your duties? ☐ Yes ☐ No

   If yes, provide supervisor's name:
5. You may include your resume or other pertinent information and experience by attaching additional sheets.

Certification

I have answered all of the above questions to the best of my ability. I certify that I have made no misrepresentations or falsifications, and that my answers are true, accurate, complete and made in good faith. I understand and acknowledge that any omission, misrepresentation or falsification may be grounds to discontinue further consideration of my application, for termination of my employment at any time if I am hired and/or for such penalties as may be prescribed by law or regulation. I also understand that any appointment to a temporary position is no guarantee of appointment to a permanent position or future employment.

Review this application and your answers carefully before signing!

_____ _____

Signed (Applicant) *Date*

Employment Application – Affirmative Action/Equal Opportunity Supplement

STATE OF CONNECTICUT -- DIVISION OF CRIMINAL JUSTICE

The Division of Criminal Justice is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of any legally protected status. The information requested in the following questions does not affect consideration of your application for employment or the terms or conditions of employment, if you are hired. This information is requested to assist us in complying with Affirmative Action/Equal Opportunity requirements and to help the Division meet the objectives of its Affirmative Action Plan. ***Providing this information is completely voluntary and may be provided by you at any time prior to or, if applicable, after hire.***

Social Security Number: (last four digits)	**XXX-XX-**	**Position Control Number (PCN)**	
Name:			
Address:			
	/	**Gender** ☐ **M** ☐ **F**	

☐	**BLACK (not of Hispanic Origin):** Persons having origins in any of the black racial groups of Africa.
☐	**HISPANIC**: Persons of Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.
☐	**WHITE (not of Hispanic Origin)**: Persons having origins in any of the peoples of Europe, North Africa, or the Middle East.
☐	**AMERICAN INDIAN OR ALASKAN NATIVE:** Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
☐	**ASIAN OR PACIFIC ISLANDER:** Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

☐	**Veteran**	☐	**Vietnam-Era Veteran**	☐	**Veteran with Disabilities**

Source of Job Information

Where did you learn about this employment opportunity? Check the appropriate box(es):

☐ Posting in law school ☐ Job Service Office ☐ State Office other than Job Service ☐ Internet Website

☐ Community Organization. Please specify:

☐ Advertisement in a professional journal or newspaper. Please specify:

☐ Other. Please specify:

Thank you for your interest in the Division of Criminal Justice.