

**EMPLOYMENT APPLICATION**  
**TOLLAND PUBLIC SCHOOLS**  
 Tolland, Connecticut 06084  
 (860) 870-6850

The Tolland Board of Education is an equal opportunity employer committed to recruiting, appointing assigning, training, evaluating and promoting personnel on the basis of merit and qualification, without regard to race, color, religious affiliation, gender, age, national origin, ancestry, marital status, sexual orientation, disability, or any other applicable unlawful discriminatory standards except in the case of a bona fide occupational qualification.

**SUBSTITUTE SCHOOL NURSE**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Present Position: \_\_\_\_\_

Hours Available for work: \_\_\_\_\_

1. Education

List High Schools, Colleges, and Universities Attended	City, State	Specification or Nature of Coursework	Number of Years Completed	Diploma or Degree and Date Received/Expected

Are you a Registered Nurse? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Current CT License No. \_\_\_\_\_

List additional courses/experience in social work or counseling. \_\_\_\_\_

2. Experience

Name & Address of Employer	Position	Dates Employed	Duties

3. References: Give three (3) references of someone (not a family member) who would have first hand knowledge of your character, personality, scholarship, and teaching ability. Do not include names listed in your placement papers.

Name	Official Position	Complete Address	Daytime Phone No.

4. You must also submit three (3) letters of recommendation.

5. Other than minor traffic violations, have you ever been convicted of a crime?

Yes \_\_\_ No \_\_\_ If you answered yes, please provide details \_\_\_\_\_

\_\_\_\_\_

Are criminal charges presently pending against you?

Yes \_\_\_ No \_\_\_ If you answered yes, please provide details \_\_\_\_\_

\_\_\_\_\_

I understand that a conviction will not automatically disqualify me for employment with the Tolland Board of Education, but the Tolland Board of Education shall consider the nature of the conviction as it relates to the job duties in question and in light of the requirements of the state and federal laws.

No later than ten calendar days after the Superintendent has provided the **SUCCESSFUL** job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted by the Tolland Police Department or the Police Department/Resident Trooper/State Police Troop for the town in which the successful applicant resides. Failure of the applicant to have his/her fingerprints taken within such ten-day period without good cause will be grounds for the withdrawal of the offer of employment. All successful job applicants will be required to submit a non-refundable \$19.25 money order payable to the "Department of Public Safety".

6. Acknowledgment

This application is not a contract of employment in any way. All employment with the Tolland Board of Education is on an at-will basis, unless otherwise expressly provided. No official, agent or employee of the Tolland Board of Education is authorized to change this employment at-will status except the Superintendent of Schools. Therefore, either an employee or the Tolland Board of Education can end the employment relationship at any time and for any reason.

By your signature below, you acknowledge that there are no misrepresentations, omissions, or falsifications of any kind in the foregoing statements and answers and that the responses given are true, complete and accurate to the best of your knowledge and are made in good faith. Any misrepresentations, omission or falsification in the foregoing statements and answers, or at any time during the application process, is grounds for disqualification from employment, and, if you are hired, without limiting the at-will status of your employment, grounds for immediate discharge.

By your signature below, you also authorize, and discharge from all liability, the Tolland Board of Education and all educators, employers and references listed in this application, regarding the furnishing of the Tolland Board of Education with information regarding your education, employment history, and any other matter related to your application for employment. The Tolland Board of Education reserves the right to conduct all lawful background checks in connection with your application for employment. Upon your written request, the Tolland Board of Education will supply you with one copy of any such report(s) it receives.

If hired, you agree to comply with the rules, regulations and policies governing employment with the Tolland Board of Education as currently in force and as the same may from time to time be amended, deleted, revised or modified.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

