

Abby L. Demars  
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## Employment Application

Position applying for \_\_\_\_\_ Date \_\_\_\_\_

Although this information may be repeated on a résumé, please complete all blanks on this form.

### PERSONAL DATA:

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City/Town State/Zip Code

Phone (HOME) \_\_\_\_\_ (CELL) \_\_\_\_\_ (E-MAIL) \_\_\_\_\_

Are you eligible to work in the United States?  YES  NO

*It is the policy of the DNA EpiCenter not to discriminate on the basis of race, age, sex, color, religion, national origin, pregnancy, handicap, or marital or veteran status in any of its education programs, activities or employment practices.*

### Application Instructions:

To be considered, a completed application packet must consist of the following:

1. Cover letter including information about your salary requirements
2. Completed and signed application forms (5 pages including this page)
3. An up-to-date resume
4. Three (3) letters of recommendation (2 professional and 1 personal)

### Mail or deliver this application and related materials to:

Abby L. Demars  
Executive Director  
DNA EpiCenter, Inc.  
33 Gallows Lane  
New London, CT 06320

**I. PROFESSIONAL PREPARATION:** (Indicate all college, university and graduate study)

Education (BA, BS, etc)	Institution	Location (City/State)	Degree Major	Degree Minor	Date Granted

**II. STUDENT TEACHING EXPERIENCE:**

Name of School	Town/City	State	Grade Level and/or Subject	Dates

**III. TEACHING EXPERIENCE:**

Name of School	Town/City	State	Assignment/Title	Full or Part Time	Dates

**IV. WORK EXPERIENCE OTHER THAN TEACHING:** (Include military service)

Employer	City/State	Type of Work	Dates of Employment

**V. CERTIFICATION:** (If applicable, please submit a photocopy of valid Connecticut certification.)

State	Type of Certificate (Provisional, etc)	Subject Areas/ Grade Levels	Endorsement Number	Year of Expiration

**VI. GENERAL INFORMATION:**

Dates available for employment\_\_\_\_\_

Are you presently under contract? NO YES If yes, where?\_\_\_\_\_

Are you, or have you been a tenured teacher in Connecticut? NO YES If yes, where?\_\_\_\_\_

Are you CPR Certified? NO YES If yes, please attach photocopy of front and back of certification card.

Are you First-Aid Certified? NO YES If yes, please attach photocopy of front and back of certification card.

Driver's License Number \_\_\_\_\_

Have you ever been discharged from a position? NO YES If yes, explain on a separate sheet.

Have you ever been convicted of a crime other than minor traffic violations? NO YES

If yes, identify the jurisdiction in which such charges are pending, the nature of the charges and an explanation on a separate sheet of paper and attach to this application.

Do you have any criminal charges pending against you? NO YES

If yes, identify the jurisdiction in which such charges are pending, the nature of the charges and an explanation on a separate sheet of paper and attach to this application.

**VII. REFERENCES:** (Please list three persons who are most familiar with your professional competence.)

Name	Position	Address	Telephone

**VIII. SKILLS:** What skills or abilities do you possess that are related to your ability to perform the duties of this position?

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**IX. ACKNOWLEDGEMENT AND RELEASE:**

I understand that, at some point in the selection process, some or all of the information contained in the application could become public and that the facts set forth herein are subject to verification.

I hereby authorize the DNA EpiCenter to investigate my background as part of the application process. It is the intent of such authorization to provide full and free access to information for the specific purpose of pursuing a background investigation which may provide pertinent data for the DNA EpiCenter to consider in determining my suitability for employment.

I understand that if I am employed by the DNA EpiCenter, I will be required to be fingerprinted prior to beginning my contract of employment. I further understand and agree that if I have been convicted of a crime which has not been disclosed to the DNA EpiCenter, it may result in my immediate dismissal.

I authorize any and all law enforcement agencies, current and former employers and academic institutions to supply any information regarding my background to the DNA EpiCenter and to its agents and employees. In consideration of the DNA EpiCenter review of this employment application, I hereby release the DNA EpiCenter, its employees and all providers of information from any liability resulting from such investigation or the furnishing and/or receiving of such information.

I have read and understand the above release statements and agree to their contents. I declare, under the penalties of false statement, that I have examined this application and to the best of my knowledge and belief, the information contained therein is true, complete and accurate. I understand that falsification of information on this application form may be grounds for dismissal.

Signature \_\_\_\_\_

Date \_\_\_\_\_