

# Connecticut Public Affairs Network, Inc.

Rev. 06/22/09

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you legally authorized to work in the United States? YES  NO

Have you ever worked for this company? YES  NO  If so, when? \_\_\_\_\_

Availability: \_\_\_\_\_

Will Accept:  Full-Time  Part-Time  Temporary Shifts:  Day  Evening  Rotating

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES  NO  Degree/Major: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES  NO  Degree/Major: \_\_\_\_\_

### References

Please list two professional references that we may contact at any time:

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

**Previous Employment**

**Company:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact this supervisor for a reference? YES  NO

**Company:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact this supervisor for a reference? YES  NO

**Company:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact this supervisor for a reference? YES  NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than Honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

**AGREEMENT:** I understand that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by The Connecticut Public Affairs Network, Inc. I understand and agree that if hired, my employment will be at-will in nature and it may be terminated, with or without cause, at any time, by either myself or my employer. I also understand that this written statement supersedes any and all oral representation made by agents or representatives of this company.

This certifies that this application was completed by me. All entries on it, and information in it, are true and complete to the best of my knowledge. I understand that false answers, statements, or significant omissions shall be sufficient cause for denial of employment or discharge from employment. Applications may not be considered if there is missing information and/or signatures.

I understand that I may be required to work scheduled or unscheduled overtime or accommodate changes in my regular shift, with or without notice. This may include evening hours, weekends, split shifts and/or any other change in schedule as required by business needs.

I understand that if considered for employment, I must successfully submit to a drug screening within 48 hours of the employment offer, and a background check. Therefore, I hereby authorize any individual, firm, company or public agency to divulge all information, verbal or written, pertaining to me to CPAN, Inc. or its agents. I release from all liability all persons, companies and agencies supplying such information. I understand the scope of investigation may include, but is not limited to, a drug screen, verification of social security number, current and previous residences, employment history, education, character references, credit history, criminal history, birth records; and motor vehicle records. **Failing any part of the background check and/or drug screen may result in revocation of the job offer.**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CONNECTICUT STATE ADDENDUM**

**CONNECTICUT APPLICANTS – BACKGROUND INFORMATION**

Have you ever been convicted of a crime?  
(A conviction will not necessarily be a bar to employment.)

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

If you answered "yes," please describe the nature of the offense, the date of the convictions and the nature of any rehabilitation.

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**Note: You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased Connecticut General Statutes Sections 46b-146, 54-76o or 54-142a. Criminal records subject to erasure pursuant to Connecticut General Statutes Sections 46b-146, 54-76o or 54-142a are records related to (a) determinations of "delinquency" or that, as a child, you were a member of a family with service needs, (b) a ruling you are a "youthful offender", (c) a finding you are not guilty for a criminal charge, or (d) a conviction for which you have received an "absolute pardon". Any person whose criminal records have been erased pursuant to Connecticut General Statutes Sections 46b-146, 54-76o or 54-142a shall be deemed to never have been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.**

\_\_\_\_\_  
**Your Signature**

\_\_\_\_\_  
**Your Printed Name**

\_\_\_\_\_  
**Date Signed**