



350 Fairfield Avenue, Suite 701, Bridgeport, CT 06604
Telephone 203.336.5225, Fax 203.336.5104

APPLICATION Check all that Apply
Employment **Volunteer** **Internship**

Connecticut Renaissance, Inc. is an equal opportunity employer. Qualified applicants are considered for all positions and are treated during employment without regard to race, color, religious creed, sex, marital status, sexual orientation, national origin, ancestry, age, veteran's status, present or past history of mental disorder, mental retardation, disability or any other characteristic prohibited by any applicable law or regulation, unless related to a bona fide occupational qualification. **This application shall remain active for 45 days from the date of application.**

Applied For	Payrate Desired	Date
How Did You Learn About Us? (Check One)		
<input type="checkbox"/> Advertisement _____ <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Internet <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____		

Last Name	First Name	Middle Name
Present Address	Number	Street
		City
		State
		Zip Code
Permanent Address <i>(If same as above, enter "same")</i>		
Best Telephone Number to be reached at		

Do you have the legal right to work in the United States? Yes No
(Proof of citizenship or immigration status will be required upon employment.)

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Available to work: Full Time Part Time 2nd Shift 3rd Shift Per Diem Volunteer Internship
Availability: _____

Have you ever filed an application with us before? If Yes, when? _____ Yes No

Have you ever been employed with us before? Yes No
If yes, in what position? : _____
If yes, please give dates: From _____ To _____

Are any relatives employed with us? Yes No
If yes, list: _____

Are you currently employed? Yes No

If yes, may we contact your present employer? Yes No

Can you travel if job required it? Yes No

Have you served in the U.S. Military? Yes No
If yes, did you receive an honorable discharge? Yes No

Indicate which foreign languages, if any, you speak, read and/or write: _____

Are you capable of performing the essential activities and functions of the job for which you have applied without requiring reasonable accommodation assistance? Yes No

If an accommodation is needed, explain the condition for which assistance is needed and the nature of the assistance:

Employment Experience

Please list detailed information for your current and/ or previous employers, starting with your present or most recent position, including internship and or volunteer experiences, if applicable. Please do not list "See Resume"

Employer (Current or Most Recent)	Dates Employed		Description of Duties
	From	To	
Address			
Telephone Number(s)	Hourly Rates/Salary		
	Starting	Final	
Job Title or Position			
Supervisor			
Reason for Leaving			

Employer (Current or Most Recent)	Dates Employed		Description of Duties
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Employer (Current or Most Recent)	Dates Employed		Description of Duties
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Address			
Telephone Number(s)	Hourly Rates/Salary		
	Starting	Final	
Job Title or Position			
Supervisor			
Reason for Leaving			

Education

Name and Address of School	Years Completed	Graduate (Yes/No)	Course of Study	Degree
High School				
Undergraduate College/University				
Graduate, Professional or Other				

Special Training or Certifications Courses or Related Experiences? _____

Medication Certificate: Yes/No Exp. Date: _____ CPR: Yes/No Exp. Date: _____

First Aid: Yes/No Exp. Date: _____ Other: _____

References

Please list 3 professional references, who are **not related** to you and have knowledge of your work performance and/or experience.

Reference Name	Relationship	Company	Years Known	Address	Area Code & Telephone Number

Applicant's Statement

1. I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application or in any interview is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by Connecticut Renaissance, Inc.
2. I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at-will" and without fixed term, and may be terminated at any time, with or without prior notice, at the option of either myself or Connecticut Renaissance, Inc. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing by the Chief Executive Officer.
3. I understand that as a condition of employment, Connecticut Renaissance, Inc. requires all applicants to undergo a series of background checks. I understand that all these checks must be successfully completed before reporting for work or being placed on the payroll. I hereby authorize Connecticut Renaissance, Inc. to initiate the following background investigations, if I accept a conditional offer of employment. I understand that negative results can disqualify me from employment with Connecticut Renaissance.
 - Background Check (Motor Vehicle and Criminal)
 - Drug Screen – Urine Test
 - Medical Condition, including Tuberculosis Certification
 - Verification of Education, Licenses and/or Certifications
 - Citizenship/Valid Work Permit Status Check
 - Consumer Credit History (if applicable)
4. I also understand that Connecticut Renaissance has adopted an alternative dispute resolution program, "CTR Resolution" which provides all employees with a three step process, including mutually binding arbitration, to resolve disputes between employees and the company. I understand that participation in this program is a condition of employment for all new employees to the agency. I also understand that I cannot start work or be placed on Connecticut Renaissance's payroll until I have submitted a signed "CTR Resolution Agreement", agreeing to participate in the program. (The agreement form will be provided, along with a copy of the "CTR Resolution Manual" prior to the initial Human Resources orientation session.)
5. If I am offered employment I understand that I may have to submit the results of a medical examination, drug test and tuberculosis test at any time deemed appropriately by the Company and as permitted by applicable law. I consent to such examinations and/or tests, and I request that the examining doctor disclose to the Company the results of the examination, which the Company shall keep confidential. I understand that my employment or continued employment, to the extent permitted by applicable law, is contingent upon satisfactory medical examinations and/or drug test, and that I must pay for the cost of the medical examination and tuberculosis test.
6. I understand that employment is contingent upon my complying with the employment verification requirements of the Immigration Reform and Control Act.
7. I certify that I have read, or have had read to me, items 1, 2, 3, 4, 5 and 6 above. I understand the contents and hereby acknowledge receipt of this information.

Signature of Applicant

Date

(Signature required in order to be considered for employment.)

Do not write below this line

Notes _____

Date _____

Staff _____

Affirmative Action Survey

(Submission of this information is VOLUNTARY)

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. All data collected for analysis and affirmative action only. The information will be kept in a confidential Human Resources file, separate from the employment application and the employee's Personnel File (if hired). This information is not used in the hiring decision.

Gender:

Male Female

Racial/Ethnic Heritage Groups (Check One):

- 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 Europe, North Africa or the Middle East.
- Native American or Alaskan Native: Persons having origins in any of the original peoples of North America who maintain a cultural identification through tribal affiliations or community recognition.
- Asian or Pacific Islander: Persons having origins in the Far East, Southeast Asia, the Indian subcontinent or the Pacific islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Vietnam and Samoa.
- Other or Unknown

Veteran Status (Check One):

Vietnam Era Veteran Disabled Veteran Other Veteran Non-Veteran

Disability Status (Check One):

- Person with a disability (The Americans with Disabilities Act of 1990 [ADA] defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activities.)
- Not a person with a disability.