



200 Seabury Drive
Bloomfield, CT 06002

APPLICATION FOR EMPLOYMENT

Application must be completed in its entirety. Please print clearly.

SEABURY IS A DRUG & ALCOHOL FREE WORKPLACE. ALL APPLICANTS ARE REQUIRED TO SUBMIT TO A PRE-EMPLOYMENT DRUG SCREEN & BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT. _____

(please initial)

PERSONAL INFORMATION

Name _____ Date: _____
Last First M.I.

Previous Name(s): _____

Present Address: _____
Street City, State Zip Code

Previous Address: _____
Street City, State Zip Code

Phone (Days) _____ Phone (Evenings) _____ Cell _____

Are you legally eligible for employment in the USA? _____ State age if under 18 _____

Position(s) applied for _____ Rate of pay expected \$ _____/per hour

Would you prefer to work:
Full time _____ Part-time _____ Specify days and hours of part-time _____

Shift(s) preferred: _____ Available for overtime? _____

Were you previously employed by us? _____ If yes, please list your **position, dates of employment** and the **reason you left**:

If your application is considered favorably, on what date will you be available to begin work? _____, 20__

Are there any other experiences, skills, or qualifications, which you feel, would especially fit you for work with our organization?

Do you have a commitment to another employer (i.e., employment contract, layoff/recall status)? _____

If yes, please specify details:

EDUCATION

Please provide information regarding your educational background (i.e., schools attended, degrees received), and any other information that may be useful in considering your application for employment.

Level of Education	Name/Address of School	Last Year Completed	Did You Graduate?	Course of Study	Grade point average	Diploma/ Degree Rec'd
College						
Other						
High School						
Technical						

Are you currently enrolled in a course? _____ If yes, please describe:

EMPLOYMENT HISTORY

Please list below your employment record beginning with your PRESENT or most recent position. If you are currently employed, please be assured that your employer will not be contacted without your permission.

Employer's Name _____ From _____
 Mo/Yr _____
 Address _____ To _____
 Mo/Yr _____
 Type of Business _____

Describe your job responsibilities: _____

Starting Salary \$ _____/Week Ending Salary \$ _____/Week

Reason for Leaving: _____

Supervisor's Name _____ Phone () _____

Employer's Name _____

Address _____

Type of Business _____

Describe your job responsibilities: _____

From
Mo/Yr _____
To
Mo/Yr _____

Starting Salary \$ _____/Week

Ending Salary \$ _____/Week

Reason for Leaving: _____

Supervisor's Name _____ Phone () _____



Employer's Name _____

Address _____

Type of Business _____

Describe your job responsibilities: _____

From
Mo/Yr _____
To
Mo/Yr _____

Starting Salary \$ _____/Week

Ending Salary \$ _____/Week

Reason for Leaving: _____

Supervisor's Name _____ Phone () _____



Employer's Name _____

Address _____

Type of Business _____

Describe your job responsibilities: _____

From
Mo/Yr _____
To
Mo/Yr _____

Starting Salary \$ _____/Week

Ending Salary \$ _____/Week

Reason for Leaving: _____

Supervisor's Name _____ Phone () _____

Please account for any period of time not covered in your employment or educational record.

Have you ever been terminated from a position, asked to resign or left a job without notice? _____ If yes, please explain _____

Is there any person/organization listed in your employment history that you do not want us to contact? _____ If yes, please indicate name and reason _____

MILITARY RECORD

Are you now or have you ever been a member of the United States Armed Forces? _____

If yes, which branch of service? _____

Dates of duty: From _____/_____/_____ To _____/_____/_____

Rank at discharge: _____

PROFESSIONAL REFERENCES – Note – students please use teachers or guidance personnel

List 3 professional references and state relationship to you, i.e. former manager, colleague, teacher, etc.

Name	Occupation	Relationship to you	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If you were referred by a Seabury employee, please state their name and how you know them:

Please list the names of any relatives presently employed by Seabury _____

Applicant's Statement

Church Home of Hartford, Inc., d/b/a Seabury, is an equal opportunity employer and does not discriminate as to age, race, color, creed, marital status, sex, national origin, sexual orientation, disability or other protected status under state and federal laws.

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment, related papers or oral interviews as may be necessary in arriving at an employment decision. If I have applied for a position deemed to be safety-sensitive, I give permission for Seabury to conduct related credit investigations. I understand Seabury has the right and duty to solicit certain CDL-related drug and alcohol testing information from prior employers.

I consent to take a medical examination by a qualified physician at the discretion of my employer. I further understand that this is an application for employment and no employment is being offered.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

Print Name

Applicant Notification/Release of Information

The purpose of this form is to notify you that a Consumer Report and/or an Investigative Consumer Report will be conducted on you in the course of consideration for employment, ongoing employment, or promotion. This report may include information relating to your character, general reputation, personal characteristics, or mode of living, and is being provided by an investigative agent of Seabury.

I hereby authorize your company or any agent of your company to contact any and all corporations, former employers, credit agencies, educational institutions, law enforcement agencies, city, state county, and federal courts and military services to release information about my background including, but not limited to, information about my employment, education, consumer credit history, driving record, criminal record, and general public records history to the person or company with which this form was filed. This releases the aforementioned parties from any liability and responsibility for collecting the above information. I understand I have the right to obtain a free copy of this consumer report: (1) If any adverse action/decision is made based on the information in the consumer report, & (2) If the request is made in writing within 60-days of the adverse action.

DRUG AND ALCOHOL TESTING

Seabury requires successful completion of a drug and alcohol test as part of its pre-employment screening process. Additionally, Seabury requires successful completion of a drug and/or alcohol test if it has reasonable suspicion that an employee is under the influence of drugs or alcohol which adversely affects, or could adversely affect, the safety of residents or employees, or the employee's job performance. Seabury also requires employees in occupations that have been designated as safety-sensitive by the State of Connecticut to undergo random drug and alcohol testing. Drug tests are conducted for Seabury by an outside, professional laboratory. Further details will be provided to applicants who successfully meet Seabury's criteria for employment.

DISCLOSURE OF ARRESTS OF CONVICTIONS THAT HAVE BEEN ERASED

An applicant is not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to CGS Sections 46b-146, 54-76o, or 54-142a; criminal records subject to erasure pursuant to these statutes are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or knolled, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon. A person whose criminal records have been erased pursuant to these statutes shall be deemed to have never been arrested within the meaning of the statutes and may so swear under oath.

Have you ever been convicted of a crime, other than a traffic offense, including misdemeanor(s) in which the record of that conviction has not been erased pursuant to state law? Yes _____ No _____

If yes, please explain: _____

YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE PROCESSED IF THIS NOTICE IS NOT SIGNED AND DATED.

I have read and understand the above.

Date

Signature

Print