

Community Solutions, Inc.
Human Resources Department
4 Griffin Road North
Windsor, CT 06095
(860) 683-7100 Fax (860) 683-7199
jobs@csimail.org

APPLICATION FOR EMPLOYMENT

Please answer all questions fully and accurately even if a resume or other materials are attached. This application may be rejected if answers are vague or incomplete.

Community Solutions, Inc. is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, national origin, ancestry, religion, sex, age, marital status, veteran status, sexual orientation, present or past history of mental disorder, mental retardation, learning disability or physical disability including, but not limited to blindness.

Please inform the company's human resource representative if you need assistance completing any forms or to otherwise participate in the application process.

PERSONAL INFORMATION

Name: _____ Date of Application: _____

Address: _____

Home Telephone: _____ Work Telephone: _____

Position for which you are applying: _____ Desired Salary: _____

Date available for work: _____

How did you learn of this position? Please check off as many as applicable:

Ad ____ Department of Labor ____ School ____ Post Card ____
Other Agency ____ Conference ____ Walk-in ____ Other ____
CSI Website ____ Other Website _____
CSI Employee Referral; Employee Name _____

Have you applied to this Agency before? ____ Yes ____ No If yes, when? _____

Do you have a valid driver's license? ____ Yes ____ No

Do you have access to an automobile? ____ Yes ____ No

Are you eligible to work in the United States? ____ Yes ____ No

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Have you ever been convicted of a felony crime or a misdemeanor? ____ Yes ____ No

Note: You are not required to disclose the existence of any arrest, criminal charge or conviction, records of which have been erased pursuant to 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) an adjudication as a youthful offender,
- (c) a finding that 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.*

*Other states' statutes that allow for similar relief also apply to this section.

If Yes, please list the date and place of the offense, the charge, circumstances and the disposition. The existence of a criminal record does not constitute an automatic bar to employment.

Have you ever had a substantiated charge of abuse or neglect? ____ Yes ____ No

If Yes, please list the date and place of the offense, the charge, circumstances and the disposition.

Are you able to perform all activities and essential functions of the position for which you are applying with or without accommodation? _____

Other than vacation and holiday, approximately how many days have you been absent from work or school in the last three years? _____

QUALIFYING EDUCATION AND TRAINING

Name & Location of School	Dates Attended	Major or Concentration	Did You Graduate	Degree and/or Certification

List below any licenses or certifications that would be relevant to the position you are applying for (ex: CPR, Red Cross, Med Cert, Public Service License, etc.):

EMPLOYMENT HISTORY

List below your last three employers, starting with the most recent. You may include as part of your employment history any verified work performed on a volunteer basis. **This section must be completed regardless of resume.**

Month & Year	Name & Address of Employer	Position	Salary	Reason for Leaving
From:				
To:				

Duties: _____

Month & Year	Name & Address of Employer	Position	Salary	Reason for Leaving
From:				
To:				

Duties: _____

Month & Year	Name & Address of Employer	Position	Salary	Reason for Leaving
From:				
To:				

Duties: _____

WRITING EXERCISE

Please respond to the following questions, giving attention not only to the content of your answers but to their organization, clarity, sentence structure, grammar, punctuation, and spelling.

Why are you applying for this position?

What relevant employment, volunteer work, education, training, or experiences have you had which you feel qualify you for this position?

For Counseling Positions and Those Providing Direct Services to Clients Only

What do you consider to be the key needs of the reintegrating offender and/or juvenile and how do you think a community based (correctional) program can address those needs?

SUPERVISORY REFERENCES FROM EMPLOYMENT

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING.

I authorize representatives of Community Solutions, Inc. (CSI) to obtain pertinent information from my previous employers, references, and other persons with knowledge of my work history and background. I authorize my previous employers, references, and persons with knowledge of my work history and background to provide information to CSI and also release all such persons from liability and waive any and all claims, demands or causes of action whatsoever, in connection with the request for a release of such information. _____Initials

I hereby certify that the answers given by me in this application are correct and without consequential omissions of any kind. I understand and agree that a false statement or omission constitutes sufficient cause for the withdrawal of any employment offer or my dismissal from any employment resulting from the application. _____Initials

I understand that employment with Community Solutions, Inc. (CSI) is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States. _____Initials

Further, I agree and understand that my employment and compensation can be terminated with or without cause and with or without notice at any time at either the option of the Agency or myself. It is further understood that unilateral statements of policy which appear or may appear from time to time in employee handbooks, manuals, or other Agency documents are not contracts and shall not be construed to modify in any way the explicit provisions of the above statement. It is further understood that no person, other than the Chief Executive Officer in writing, has any authority to enter into any employment contract for a specified period of time or to otherwise enter into any employment contract on behalf of the Agency. _____Initials

I understand that a criminal background check is conducted on all CSI employees prior to hire. All offers of hire are conditional based on results of post offer medical questions and criminal background checks, and if applicable satisfactory completion of a motor vehicle clearance and physical examination, and/or pre-employment drug screen. _____Initials

Applicant's Signature: _____ **Date:** _____

THIS IS AN EMPLOYMENT APPLICATION AND NOT AN EMPLOYMENT CONTRACT.