

Stepping Stones

Discovery & Development Center

860-446-0441

www.ssddc.com

177 Pleasant Valley Rd. Groton, CT 06340

Employment Application

Name

Last

First

Maiden

Street Address

City/State/Zip code

Telephone Number

Social security No.

Position applying for

Desired Wage

Are you at least 18 years of age? _____

Are you currently employed? _____ May we contact your employer? _____

Education

Highest grade level completed _____

	Name of School	# of years attended	Degree Received
High School			
College			
Graduate School			

Courses taken relevant to position applying for: _____

Employment History (current position first)

Business Name _____ Position _____

Address _____ Wage/Salary _____

Employment Dates _____ to _____ Reason for Leaving _____

Supervisor's Name _____ Phone# _____

Business Name _____ Position _____

Address _____ Wage/Salary _____

Employment Dates _____ to _____ Reason for Leaving _____

Supervisor's Name _____ Phone# _____

Business Name _____ Position _____

Address _____ Wage/Salary _____

Employment Dates _____ to _____ Reason for Leaving _____

Supervisor's Name _____ Phone# _____

Business Name _____ Position _____

Address _____ Wage/Salary _____

Employment Dates _____ to _____ Reason for Leaving _____

Supervisor's Name _____ Phone# _____

References

Please list three persons not related to you, whom you have known at least one year and have seen you work with children.

1. _____

Name Address Phone#

2. _____

Name Address Phone#

3. _____

Name Address Phone#

Physical Record

Do you have any physical conditions which may limit your ability to perform the job applied for? _____

If so, in what way? _____

Whom should we notify in case of an emergency?

Name	Address	Phone#	Relationship
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General Information

1. Prior to employment, employees must submit a statement signed by a physician and based on a thorough examination within three months.
2. All staff must submit evidence of freedom from Tuberculosis BEFORE employment.
3. Employees must obtain fingerprint cards from their employer and fingerprints from the local authorities, prior to start date.
4. In compliance with the Connecticut Department of Health requirements, no persons shall be hired or retained as a staff member, paid or volunteer, who has:
 - Been convicted of or admitted to or been the subject of substantial evidence of an act of child battering, child abuse, or child molestation.
 - Used alcohol or drugs such that its effects are apparent during working hours that children are in care.
 - Been convicted for or admitted to any felony or any offense involving moral turpitude.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts is cause for immediate dismissal.

Signature

Date