

**STATE OF CONNECTICUT  
BOARD OF REGENTS FOR HIGHER EDUCATION  
CONNECTICUT STATE COLLEGES & UNIVERSITIES  
EMPLOYMENT APPLICATION**

The Board of Regents for Higher Education is an affirmative action/equal opportunity employer; women, protected group members, and persons with disabilities are strongly encouraged to apply. It is the policy of the Board that applicants for employment shall not be discriminated against on the basis of their race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record.

**INSTRUCTIONS TO APPLICANTS:** Please complete the application in its entirety, including personal information, educational background, employment and salary history, references and certification.

PLEASE TYPE

NAME \_\_\_\_\_  
Last First Middle

ADDRESS \_\_\_\_\_  
Street City State Zip Code

TELEPHONE ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_  
Home Cell

COLLEGE TO WHICH YOU ARE APPLYING \_\_\_\_\_

POSITION FOR WHICH YOU ARE APPLYING \_\_\_\_\_  
☐ Full-time  
☐ Part-time ☐ Either

**EDUCATIONAL BACKGROUND**

It is the policy of the Board to recognize only those degrees granted by regionally accredited institutions of learning. If the institution of higher learning is located outside the United States, you are responsible for providing documentation from a recognized USA accrediting service which specializes in determining foreign education equivalencies. The responsibility for and costs associated with obtaining equivalency information rests with the applicant.

Dates (From-To)	Institution	Location (City, State)	Degree Awarded (e.g. BA., MBA)	Major/Area of Concentration

Please list any license or professional designation (e.g. P.E., C.P.A.) \_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT IN EDUCATION**

(List in reverse chronological order beginning with your current/last position)

Dates (From – To)	Institution & Location	Rank or Position	Reason for Leaving

Please see reverse

**EMPLOYMENT OTHER THAN IN EDUCATION**

(List in reverse chronological order beginning with your current/last position)

Dates (From – To)	Organization & Location	Position	Reason for Leaving

**HAVE YOU BEEN INVOLUNTARILY SEPARATED FROM EMPLOYMENT WITHIN THE LAST TEN YEARS?**

☐ YES ☐ NO Involuntary separation includes dismissal for cause, layoff, reorganization, elimination of position or any other involuntary discontinuation of employment. If yes, please explain fully (attach sheet if necessary) \_\_\_\_\_

**SUPERVISORY REFERENCES**

Please list three persons who are not related to you and who have knowledge of your qualifications and fitness for the position for which you are applying. Include your immediate supervisor at your present and prior places of employment. It is the policy of the Board to contact references for candidates who are finalists.

Name	Title / Occupation	Address/Email Address	Telephone

**THIS SECTION TO BE COMPLETED ONLY BY CANDIDATES SEEKING PART-TIME TEACHING EMPLOYMENT**

**SUBJECT AREAS WHICH YOU ARE QUALIFIED TO TEACH:** (If you do not have a Master's degree in a discipline which you consider yourself qualified to teach, please indicate the experience which qualifies you to teach in that discipline.)

**AVAILABILITY:** ☐ Days ☐ After 5 p.m. ☐ Weekends

**CERTIFICATION and SIGNATURE of APPLICANT**

I hereby certify that the information provided on both sides of this application and all information provided throughout the pre-employment process is accurate, complete and true. I understand that failure to provide information which is accurate, complete and true may result in disqualification from further employment consideration or, if employed, may result in my dismissal. I agree to have official transcripts of all of my undergraduate and graduate studies submitted when requested by the employer and hereby authorize the Board of Regents and its agents to contact references and former employers relative to my application for employment. Finally, I understand that employment, if offered, is contingent upon proof of citizenship or employability under the requirements of the Immigration Reform Control Act (IRCA).

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## Continuing Notice of Nondiscrimination

Naugatuck Valley Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: **Jacque Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708, 203-575-8043; Robert Divjak, Director of Facilities/Section 504/ADA Coordinator, Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708, 203-575-8235.**

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Dear Candidate:

Thank you for your interest in employment at the College. If your credentials and experience match the position requirements, you will be contacted.

### **Voluntary:**

In order to meet State and Federal reporting requirements, we are requesting that you voluntarily supply the following information. This data will not be considered in the evaluation of your application. Please complete the questionnaire below, and return it with your employment application.

### **Naugatuck Valley Community College Supplemental Information Request Form**

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**Name of Applicant (please print):** \_\_\_\_\_

**Address:** \_\_\_\_\_  
*Street City State Zip Code*

**Specific Title of Position for Which Applying:** \_\_\_\_\_

The Connecticut State Colleges & Universities system is subject to federal and state laws and regulations regarding equal employment opportunity and affirmative action which makes the keeping of records regarding the race, sex, and disability status of employment applicants a necessity. Additionally, the Board of Regents for Higher Education is committed to avoiding the use of unintentional barriers to equal employment opportunity and the keeping of such statistics aids in this regard. Also, the information on how you became aware of this position helps to identify those recruitment sources, which were effective, and assists with future recruitment activity. Therefore, please provide the information requested below and return this form along with the other required materials.

This information will not be used to exclude you at any stage of the search and selection process. The information will only be used to comply with requirements established in the regulations of the Connecticut Commission on Human Rights and Opportunities. If you have any questions regarding this data collection activity, please contact the Naugatuck Valley Community Colleges Affirmative Action Officer, Ronald Clymer at (203) 575-8110.

Be assured that failure to furnish this information will in no way affect your candidacy for this position.

PLEASE CHECK THE APPROPRIATE DESIGNATION FOR EACH CATEGORY

Sex:     ☐ Female            ☐ Male

Race:     ☐ American Indian/Alaskan Native  
            ☐ Black  
            ☐ Hispanic  
            ☐ White  
            ☐ Other

### **PLEASE INDICATE HOW YOU BECAME AWARE OF THIS POSITION**

<input type="checkbox"/> Chronicle of Higher Education (Bulletin Board)	<input type="checkbox"/> Newspaper Classified Advertisement
<input type="checkbox"/> Position Announcement Posting	<input type="checkbox"/> Newspaper: _____
<input type="checkbox"/> Referral from an individual	<input type="checkbox"/> Within the community-technical college system
<input type="checkbox"/> Within the community	<input type="checkbox"/> In your current institution/organization
<input type="checkbox"/> In your professional association/organization	<input type="checkbox"/> In a community organization
<input type="checkbox"/> Other: _____	

**We are an equal opportunity/affirmative action employer.**