



246 Post Road East  
Wesport, CT 06880  
Tel: 203-226-7895  
Fax: 203-221-0533

## **Application for Employment**

Please complete the enclosed application and return it by mail to the above address. All applications must be accompanied by a typed resume. Thank you for your interest in CLASP Homes. Please be assured that your application and resume will be reviewed promptly. CLASP HOMES, INC.



DEPARTMENT APPLYING FOR :

RESIDENTIAL : \_\_\_\_\_ ADMINISTRATIVE : \_\_\_\_\_

FULL TIME : \_\_\_\_\_ PART TIME : \_\_\_\_\_ OTHER : \_\_\_\_\_

CHECK THE POSITION FOR WHICH YOU ARE APPLYING :

MANAGER :\_\_ PROGRAM SUPERVISOR :\_\_ RESIDENTIAL INSTRUCTOR :\_\_

ARE YOU AVAILABLE TO WORK ;

OVERTIME : \_\_\_\_\_ WEEKENDS : \_\_\_\_\_ OVERNIGHTS : \_\_\_\_\_

HOURS AVAILABLE TO WORK :

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

From							
To							

EMPLOYMENT

LIST IN CHRONOLOGICAL ORDER, BEGINNING WITH THE MOST RECENT POSITION :

1) \_\_\_\_\_

Employer

Street City State Zip Code

Phone Number Supervisor Salary

Position Title Dates of Employment Why you left

Position Responsibilities: \_\_\_\_\_

\* May we contact your current employer for a reference ? yes / no

2) \_\_\_\_\_

Employer

Street City State Zip Code

Phone Number Supervisor Salary

Position Title Dates of Employment Why you left

Position Responsibilities: \_\_\_\_\_

3) \_\_\_\_\_  
Employer

Street City State Zip Code

Phone Number Supervisor Salary

Position Title Dates of Employment Why you left

Position Responsibilities: \_\_\_\_\_

\_\_\_\_\_

4) \_\_\_\_\_  
Employer

Street City State Zip Code

Phone Number Supervisor Salary

Position Title Dates of Employment Why you left

Position Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Do you know sign language or facilitated communication ? \_\_\_\_\_

Have you ever served in the armed forces? Yes / No Did you acquire any special skills related to the position for which you are applying? \_\_\_\_\_

\_\_\_\_\_

Any special skills? \_\_\_\_\_

What are your minimum salary requirements? \_\_\_\_\_

Do you have a valid CT drivers license? Yes / No License # \_\_\_\_\_

\* A valid drivers license is required for all positions at CLASP Homes, Inc.

REFERENCES

Please list 2 Personal References, other than relatives.

<u>Name</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____

Has an allegation of abuse and/or neglect of a person ever been substantiated against you?  
Yes / No If yes, please explain: \_\_\_\_\_

Have you ever been convicted of a crime? Yes / No If yes, please explain : \_\_\_\_\_

"Conviction" for this application, means a final judgement or verdict of guilty, a plea of guilty, or a plea of nolo contendere, in any state or federal court, regardless of whether an appeal is pending or could be taken.

"Conviction" does not include a final judgement or verdict that has been expunged by pardon, reversed, set aside or otherwise rendered invalid. Further, you are not required to disclose any arrest(s), criminal charge(s) or conviction(s) the record(s) of which have been erased under law. Such records can include records of a finding of delinquency or that a child was a member of a family with service needs, adjudication of youthful offender status, criminal charges dismissed or nolle, or charges for which a person is found not guilty or a conviction later resulting in an absolute pardon.

Further, any person whose criminal records have been erased is deemed under law never to have been arrested with respect to such erased proceedings and may so swear under oath.

A history of criminal conviction(s) will not necessarily bar consideration of employment. Factors such as the time, seriousness and nature of the offense, as well as rehabilitation, will be taken into account.

Should you have any questions about answering questions on this application, or your rights concerning erased records, please inquire of the Director of Human Resources.

Are there any criminal charges currently pending against you? Yes/No  
If yes, please explain \_\_\_\_\_

ACKNOWLEDGEMENT AND RELEASE TO OBTAIN INFORMATION

I have answered all of the above questions to the best of my ability, I hereby certify that there are no omissions of any kind, and no misrepresentations or falsification, and that the above answers are true and accurate and are made in good faith. I understand and acknowledge that, if I am hired by CLASP Homes, Inc., any omission I have made or misrepresentation or falsification, may be grounds to discontinue further consideration of my application, or for immediate termination of my employment if already hired. I further understand and acknowledge, that if CLASP homes, Inc., offers me employment, such employment is on an at-will-basis, and that both CLASP Homes, Inc. and I shall be free to end the employment relationship at any time and for any reason, should I choose to accept the offer.

I hereby authorize and voluntarily release CLASP Homes, Inc. to conduct any necessary inquiries and collect any necessary information as to my character, reputation, and ability to perform in the position I am applying for, including but not limited to review of my educational and employment references and background and a criminal conviction history check, and I release from any liability any and all former employers or educators, or personal or other references who supply CLASP Homes, Inc. with information about my background, education or employment history.

I understand that, upon receiving a conditional offer of hire from CLASP Homes, Inc., I may be required to pass a medical examination prior to actual employment. I further understand that, upon receiving a conditional offer of hire from CLASP Homes, Inc., I will be required to pass a urinalysis drug test in compliance with applicable state statutes prior to actual employment. Any refusal to submit to required testing will be grounds for discontinuing the employment application process. Refusal to submit includes failure to provide an adequate amount of urine for testing, without a valid medical explanation, or any conduct that clearly obstructs the testing process.

---

SIGNATURE

---

DATE

**CONSENT AND ACKNOWLEDGEMENT FORM**

CLASP HOMES, INC., HAS A DRUG AND ALCOHOL POLICY TO PROVIDE FOR A WORK ENVIRONMENT FREE OF DRUG AND ALCOHOL ABUSE. THEREFORE, AS A CONDITION OF EMPLOYMENT YOU ARE REQUIRED TO SUCCESSFULLY COMPLETE A URINALYSIS DRUG SCREEN AS PART OF THE PRE-EMPLOYMENT SCREENING PROCESS.

AN OUTSIDE PROFESSIONAL LABORATORY CONDUCTS DRUG TESTS FOR CLASP.

I UNDERSTAND THAT COMPLIANCE WITH CLASP'S POLICY ON SUBSTANCE ABUSE IS A CONDITION OF MY EMPLOYMENT.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE