



# Application For Employment

# Reliance House, Inc.

We are an equal opportunity employer, dedicated to a policy of non-discrimination on any basis including race, color, religion, creed, national origin, age, veteran status, marital status, citizenship, disability, or any other characteristics protected under the law.

Position(s) Applied For	Salary Desired	Date of Application
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**How Did You Learn About Us? (Check One)**

Advertisement \_\_\_\_\_       Friend       Walk-In       Internet  
 Employment Agency       Relative       Other \_\_\_\_\_

Last Name	First Name	Middle Name
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Present Address	Number	Street	City	State	Zip Code
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Permanent Address  
*(If same as above, enter same)*

Telephone Number(s)	
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Please check "Yes" or "No"

Have you ever filed an application with us before?  Yes  No  
*If yes, please give date* \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
*If yes, please give date* \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Are you currently employed?  Yes  No

If yes, may we contact your present employer?  Yes  No

Do you have the legal right to work in the United States?  Yes  No

*Proof of citizenship or immigration status will be required upon employment.*

On what date would you be available for work:  
 Date \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Are any relatives employed with us? If yes, list:  Yes  No

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job required it?  Yes  No

Have you been convicted of a felony or any other crime? RH will not unlawfully deny employment to applicants who have criminal records and will conform to the requirements of CGS 46a-80. Special note: You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to CGS 46b-146, 54-76o, or 54-142a. If your criminal records have been erased pursuant to one of these statutes, you may swear under oath that you have never been arrested. Criminal records that may be erased are records pertaining to a finding of delinquency or that a child was a member of a family with service needs (CGS 46b-146), an adjunction as a youthful offender (CGS 54-76o) a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received absolute pardon (CGS 54-142a).

If yes, Please explain. \_\_\_\_\_

Are you currently or have you ever been excluded, debarred, suspended or otherwise ineligible to participate in the Federal health care programs or in Federal procurement or nonprocurement programs?  Yes  No



Please indicate any foreign language you can speak, read or write fluently. \_\_\_\_\_

Have you served in the U. S. Military?  Yes  No

If yes, what branch?  
\_\_\_\_\_

Do you have any special military training that is job-related?  Yes  No

If yes, please explain.  
\_\_\_\_\_

## Employment Experience

Please provide the following information concerning each of your employers, starting with your present or most recent position (the applicant may include in such history any verified work performed on a volunteer basis):

Employer(Current or Most Recent)	Dates Employed From                  To		Description of Duties
Address			
Telephone Number(s)	Hourly Rates/Salary Starting                  Final		
Job Title or Position			
Supervisor			
Reason for Leaving			

Employer(Next Previous Employer)	Dates Employed From                  To		Description of Duties
Address			
Telephone Number(s)	Hourly Rates/Salary Starting                  Final		
Job Title or Position			
Supervisor			
Reason for Leaving			

Employer(Next Previous Employer)	Dates Employed From                  To		Description of Duties
Address			
Telephone Number(s)	Hourly Rates/Salary Starting                  Final		
Job Title or Position			
Supervisor			
Reason for Leaving			





## REQUEST AND RELEASE FOR WORK REFERENCE

**APPLICANT** please complete this side of form

Reference requested from my previous Employer:

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Please Provide a reference for myself, : \_\_\_\_\_  
Applicant's Name

Dates of Employment: \_\_\_\_\_ Title of Starting Position previously held: \_\_\_\_\_

Title of Last Position Held: \_\_\_\_\_

Dates Held: \_\_\_\_\_ Last Wage Rate or Salary: \_\_\_\_\_

Summary of Duties of Last Position Held: \_\_\_\_\_  
\_\_\_\_\_

Reason(s) for Leaving: \_\_\_\_\_

*I authorize my former employer(s)/school(s) to furnish Reliance House, Inc. with whatever information they may have regarding my employment or education, including my reason(s) for leaving. I am signing this Release voluntarily, and to request that my former employer(s)/school(s) respond to this reference inquiry with full and complete information. Since this reference is an important part of my application for employment with Reliance House, Inc., I therefore waive and release my former employer(s)/school(s) from any and all claims or causes of action in law or equity, including, but not limited to, defamation of character or invasion of privacy, which might arise from responding to this reference check.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

40 Broadway, Norwich, CT 06360 • ph: 860-887-6536 • fax: 860-823-3855

501(c)3 tax exempt agency • Programs accredited by the Commission on Accreditation of Rehabilitation Facilities

[www.reliancehouse.org](http://www.reliancehouse.org)



**Former employer(s), please complete this side of the form:**

**Dear \_\_\_\_\_ :**

The individual named on the front of this form has applied for employment with Reliance House, Inc. We would appreciate receiving verification of their employment with your firm. For your convenience, we have provided this signed Request and Release form.

Thank you for your assistance in this matter. Please feel free to contact us if you have any questions. You may use the enclosed envelope to mail us your reply.

Is the information on the front of this form correct? \_\_\_\_\_

If not, please note the correct information: \_\_\_\_\_

Please rate the individual on the following areas. Circle the appropriate rating (1=the individual is very weak in the area, 2=weaker than average, 3=average, 4=stronger than average, 5=very strong)

Quality of work	1	2	3	4	5
Quantity of work	1	2	3	4	5
Reliability of work	1	2	3	4	5
Attendance	1	2	3	4	5
Follow through	1	2	3	4	5
Willingness to learn	1	2	3	4	5
Creativity	1	2	3	4	5
Teamwork	1	2	3	4	5

The Individual's strengths: \_\_\_\_\_

The Individual's weaknesses: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Under what condition(s) would you rehire this individual? \_\_\_\_\_

Other Comments \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you!



## REQUEST AND RELEASE FOR EDUCATIONAL REFERENCE

APPLICANT please complete as part of your references:

Applicant's Name: \_\_\_\_\_

Maiden Name: \_\_\_\_\_

Last School or college attended: \_\_\_\_\_

Address (city, state) \_\_\_\_\_

Phone Number \_\_\_\_\_

Graduation or Certification      \_\_\_\_\_ yes      \_\_\_\_\_ no

Dates of Schooling \_\_\_\_\_

Year Graduated \_\_\_\_\_

Type of Degree or Certification \_\_\_\_\_

*I authorize my former employer(s)/school(s) to furnish Reliance House, Inc. with whatever information they may have regarding my employment or education, including my reason(s) for leaving. I am signing this Release voluntarily, and to request that my former employer(s)/school(s) respond to this reference inquiry with full and complete information. Since this reference is an important part of my application for employment with Reliance House, Inc., I therefore waive and release my former employer(s)/school(s) from any and all claims or causes of action in law or equity, including, but not limited to, defamation of character or invasion of privacy, which might arise from responding to this reference check.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## CONSENT/RELEASE FOR BACKGROUND CHECKS

Date: \_\_\_\_\_

Dear Applicant:

It is the policy of Reliance House to undergo various background checks on all job applicants being considered for employment. This information will be obtained by contacting your previous employers and other references supplied by you. By signing this form, you are giving us the authorization to conduct such verifications.

List any addresses outside of Connecticut where you have resided during the past 10 years:

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**I understand that Reliance House will conduct verifications in the following categories:**

- |  |   |
|--|---|
| 1. Motor Vehicle Driving Record (DMV)    | 5. Abuse and Neglect Verification (DMR) |
| 2. Criminal Record Search/Fingerprinting | 6. Pre-employment Drug Testing          |
| 3. Employment Verification References    | 7. Office of Inspector General (OIC)    |
| 4. Education Verification                | 8. Sex Offender Registry                |

If there is any part of this page you do not understand, please ask the interviewer about it before signing.

Thank you.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Drivers License Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
State of Issue and Expiration Date

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Address (Street, City, State, Zip)

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Thank you for considering a position at Reliance House Inc. We hope that the application and interviewing process is as comfortable as possible and it allows you to get to know more about us and maybe more about yourself, as well.

Reliance House Inc. is an Equal Opportunity Employer. As such, it is very helpful for us to know how people have heard about our job openings and number of minority candidates we attract. We would greatly appreciate you completing this form to give us some of that information. You do not have to complete this form -- it is optional.

The information will be used to evaluate our hiring procedures -- not your candidacy for the job. It will not effect your chances for a job at Reliance House Inc. There is no place for you to put your name on the form; the people interviewing you will not see the form.

What will happen after you are finished with this form is:

- ◆ Please put the form into the envelope provided (whether you fill out the form or not)
- ◆ Give the envelope to the Receptionist. S/he will put it in the mailbox for Reliance House Inc.'s Equal Employment Opportunity (EEO) Officer.
- ◆ The EEO Officer will compile all forms received and will look for ways we can be more effective in attracting minority candidates.

THANK YOU for your help in this matter.

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Position Applied for: \_\_\_\_\_ Date: \_\_\_\_\_

How did you hear about this opening? \_\_\_\_\_

Newspaper / which one? \_\_\_\_\_ Where else have you searched for jobs? \_\_\_\_\_

Check One:            Male \_\_\_\_\_            Female \_\_\_\_\_

Please indicate your Race/Ethnic Group:

Hispanic or Latino	White	Black or African American	Native Hawaiaa or Other Pacific Islander	Asian	American Indian or Alaskan Native	2 or more races