

**CONNECTICUT INSTITUTE FOR COMMUNITIES, INC.**

120 Main Street, 4<sup>th</sup> Floor, Danbury, CT 06810

Tel: 203-743-9760 ~ Fax: 203-743-3411

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

**APPLICATION FOR EMPLOYMENT**

*CIFC is an Equal Opportunity/Affirmative Action employer. Programs, services, and employment are available to everyone equally. Please inform the Human Resources Office if you require accommodations for the application or interview.*

APPLICANT INFORMATION			
Last Name	First Name	Middle Name	
Address	City	State	Zip
Home Phone	Cell	Social Security Number - - - - -	
Email Address	Driver's License #	State:	Are you over 18 years of age: <input type="checkbox"/> Yes <input type="checkbox"/> No

**EMPLOYMENT INFORMATION**

Position Applied For:	Salary Requirement:
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Are you employed at the present time? \_\_\_\_\_ If yes, please complete below

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_  
\_\_\_\_\_

1. How long have you been with this employer? \_\_\_\_\_ Present Salary: \_\_\_\_\_

2. Date available to start: \_\_\_\_\_

3. If you are under 18 and we require a work permit, can you furnish one? \_\_\_\_\_

If no, please explain: \_\_\_\_\_

4. Have you ever worked for CIFC before? \_\_\_\_\_

If yes, when, and what position: \_\_\_\_\_

5. Are you a U.S. citizen  Yes  No

If no, are you legally allowed to work in the U.S?  Yes  No

6. Type of employment desired:  Full Time  Part Time  Temporary  Seasonal

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<b>EDUCATION</b>		
<b>High School</b>	<b>Address</b>	
# of Years Completed: _____ Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No		
GPA: _____ Class Rank: <input type="checkbox"/> Top Quarter <input type="checkbox"/> 2 <sup>nd</sup> Quarter <input type="checkbox"/> 3 <sup>rd</sup> Quarter <input type="checkbox"/> 4 <sup>th</sup> Quarter		
<b>College/University</b>	<b>Address</b>	
# of Years Completed: _____ Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No		
GPA: _____ Degree: _____ Major: _____		
<b>Other</b>	<b>Address</b>	
# of Years Completed: _____ Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No		
GPA: _____ Degree: _____ Major: _____		
<b>PROFESSIONAL REFERENCES</b>		
<i>Furnish the names, addresses, and telephone numbers of two supervisors and/or managers of whom you are or have been employed:</i>		
Name: _____ Phone: _____		
Address: _____ City: _____ State: _____ Zip: _____		
Name: _____ Phone: _____		
Address: _____ City: _____ State: _____ Zip: _____		
<b>EMPLOYMENT EXPERIENCE (list most recent first) (continue on rear of sheet if needed)</b>		
Name & Address	Position(s) Held	Dates (Start-End)

*I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial, or medical history and other related matters as may be necessary for an employment decision. I release employers, schools, organizations, and individual persons from all liability when responding to inquiries in connection with my application. In the event I am employed by CIFC, I understand that false, substantially incomplete or misleading information given in my application, other documentation submitted in connection with any application, or interview(s) may result in discharge or other disciplinary action.*

\_\_\_\_\_  
*Signature of Applicant*\_\_\_\_\_  
*Date*