

## EMPLOYMENT APPLICATION

The Board of Regents for Higher Education is an affirmative action/equal opportunity employer; women, protected group members, and persons with disabilities and veterans are strongly encouraged to apply. It is the policy of the Board that applicants for employment shall not be discriminated against on the basis race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disability, physical disability, or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Board does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.

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

PLEASE TYPE

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

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

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

Full-time  
 Part-time  Either

POSITION FOR WHICH YOU ARE APPLYING \_\_\_\_\_

### 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 HISTORY

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

Dates (From - To)	Organization & Location	Position	Annual Salary	Reason for Leaving

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 CONNECTICUT STATE COLLEGES & UNIVERSITIES**

<b>EMPLOYMENT HISTORY (continued)</b> (List in reverse chronological order beginning with your current/last position)				
<b>Dates</b> (From – To)	<b>Organization &amp; Location</b>	<b>Position</b>	<b>Annual Salary</b>	<b>Reason for Leaving</b>

<b>SUPERVISORY REFERENCES</b>			
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.			
<b>Name</b>	<b>Title / Occupation</b>	<b>Address/Email Address</b>	<b>Telephone</b>

***Applications must be emailed or postmarked no later than the posted closing date. All required documents must be submitted to be considered for position.***

<b>CERTIFICATION and SIGNATURE of APPLICANT</b>	
<p>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 for Higher Education 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).</p>	
Applicant Signature _____	Date _____

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**EMPLOYMENT APPLICATION – VOLUNTARY SUPPLEMENT**

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 application.

**A. GENDER:** \_\_\_\_\_ **Female** \_\_\_\_\_ **Male**

**B. RACE/ETHNIC DATA:**

1. \_\_\_\_\_ **AMERICAN INDIAN OR ALASKAN NATIVE:** Persons having origins in any of the origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
2. \_\_\_\_\_ **ASIAN/PACIFIC ISLANDER:** Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example: China, Japan, Korea, the Philippine Islands, and Samoa.
3. \_\_\_\_\_ **BLACK/AFRICAN-AMERICAN (NOT OF HISPANIC ORIGIN):** Persons having origins in any of the black racial groups of Africa.
4. \_\_\_\_\_ **HISPANIC:** Persons of Mexican, Puerto Rican, Central or South American or other Spanish culture or origin, regardless of race.
5. \_\_\_\_\_ **WHITE (NOT OF HISPANIC ORIGIN):** Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**C. PRIMARY SOURCE OF JOB INFORMATION:**

Where did you learn about the job/position? Check and complete below.

1. \_\_\_\_\_ Board of Regents for Higher Education (BOR) Website
2. \_\_\_\_\_ Department of Administrative Services (DAS) Website
3. \_\_\_\_\_ Other Website \_\_\_\_\_
4. \_\_\_\_\_ Newspaper, Professional Journal, Radio or TV Advertisement  
Please give the name of the publication/station, etc.: \_\_\_\_\_
5. \_\_\_\_\_ Paper Posting
6. \_\_\_\_\_ Direct e-mail or paper mailing
7. \_\_\_\_\_ Career Fair: Event/location: \_\_\_\_\_
8. \_\_\_\_\_ Other. Please Specify: \_\_\_\_\_

The Board of Regents for Higher Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Board does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disability, physical disability, or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Board does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.

Inquiries regarding the Board's nondiscrimination policies should be directed to Leah Glende, Manager of Diversity and Inclusion/Americans with Disabilities Act Coordinator, State of Connecticut, Board of Regents for Higher Education, 61 Woodland Street, Hartford, CT 06105, (860) 723-0794 or glendel@ct.edu.

**AN AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**