CERTIFICATE OF EMPLOYABILITY APPLICATION - CSSD

JD-AP-187 Rev. 2-19 C.G.S. § 54-130e



Instructions to applicant:

Fill out this application and return it with the other required documents to the CSSD Certificate Review Unit. See Page 7 of this application for detailed instructions on how to fill out the application and where to send it.

ADA NOTICE

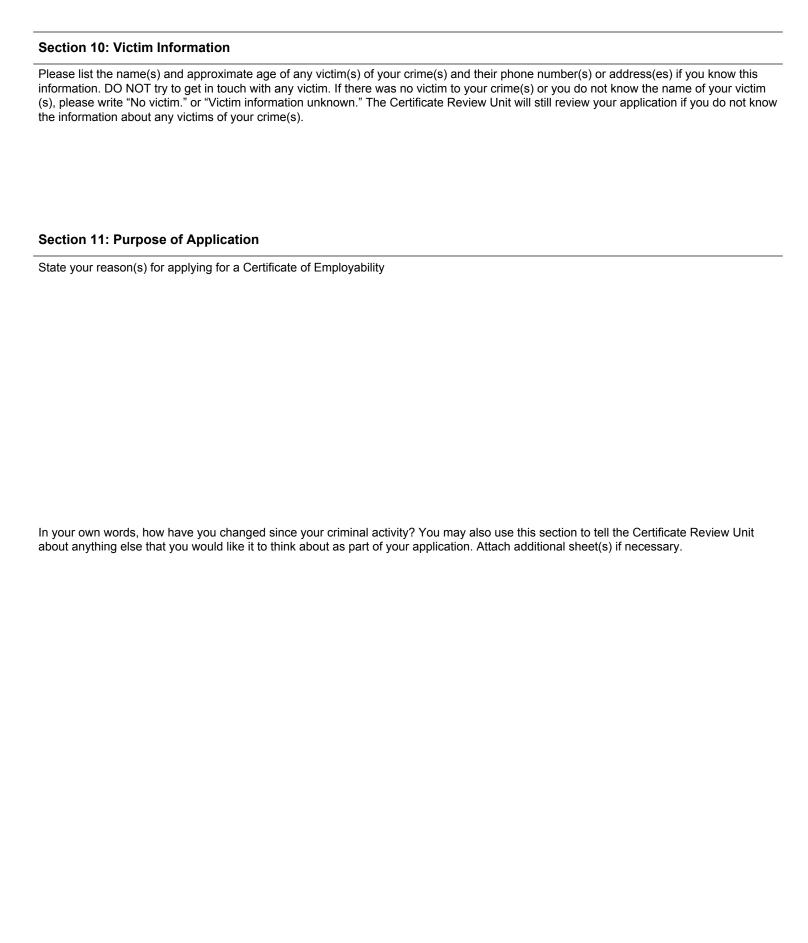
The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at www.jud.ct.gov/ADA.

Application for Certificate of Employability

Section 1: Applicar	nt Information							
Last name		First name			Middle name	Middle name		
Date of birth Social security number				Place of birth			Ger	ıder
	,							
Address (Number and street)			Apartme	nt number/floor	City		State	Zip code
Home phone number	Business phone num	nber	Cell phone i	number		E-mail address		
Section 2: Family I	nformation	-						
Please list all members	of your household (an	yone who live	s with you	u) below:				
	Name			Age		Rel	ationship to	you
1.								
2.								
3.								
4.								
5.								
Current marital status? Current spouse/partne		ed Divo	orced [Separated	V	Vidow Widowe	er 🗌 Civi	l union
Section 3: Alias and	d Other Names							
which you were so kno	er name by which you h wn <i>(for example, includ</i>	le your maidei	n name, n					
1.								
2								
3								
Section 4: Previous	Application Histor	у						
Have you applied for a	Certificate of Employal	oility or Provisi	ional Pard	don in the pas	t? 🗌	Yes No		
If yes, please state the	month(s) and year(s) y	ou applied: _						
Section 5: Citizens	hip Information							
Are you a citizen of the	United States of Amer	ica? Yes	N	0				
If you answered no co	untry of citizenship:							

Section 6: Educatio	n Background/Special Train	ing				
Please check the highe	st grade you finished: 1	2	6 7 8	<u>9</u> 10	<u>11</u> 12	
<u> </u>		20	24+			
there, degrees that you	n or other special training you have earned, and any honors that you tach a copy of any certificates,	got. If you went to training,	list the type of train	ing and the agei		
Section 7: Employm	ent History					
	oyers for the last 5 years or since we now or your most recent job ar		period is less. Do n	ot leave out or s	kip any jobs. Start	
Dates (month & year)	Job/position		e/address/phone nur	mber	Supervisor	
1.						
2.						
3.						
4.						
5.						
6.						
Licenses/certifications	s held			-		
Type of license	Licensing agency	License nur	mber	Date issued	Expires	
1.						
2.						
3.						
Section 8: Military F	listory					
Where you ever in any If yes, please answer be	branch of the U.S. Armed Forces'	? Yes No				
Branch of service		Date of entry into active duty	Date	Date of discharge		
Did you serve in the Na	tional Guard? 🗌 Yes 📗 No)				
Type of discharge		Ra	ink at discharge			
Attach a copy of your	separation papers (Form DD-21	(DE) or your military ID	Form 2) if you are	currently activ	/e.	
Section 9: Criminal	History					
	ou must list all of your convictions, omission (leaving anything out on to be denied.					
Dates	Court and location		Charge		Sentence	

If you would like to get an official transcript of your criminal history to help you in filling out this section of the application, you can get one from the Connecticut State Police for a fee of \$50 and attach it to this application. http://www.ct.gov/despp/lib/despp/reports_and_records/dps-846-c.pdf



Section 12: Optional Continuation Page				
Please use this section to complete any information that you could not fit on the application				
Please Number The Section That You Are Continuing				
Section number				
Response				
Section number				
Response				
Section number				
Response				
Section number				
Description				
Response				
Section number				
Response				

Section 13: Attestation and Backgroun	d Investigation Authoriza	ation	
Ι,	, agree to allow an in	vestigation to be made to	determine my fitness for a Certificate
of Employability pursuant to No. 14-27 of the 2	2014 Public Acts. I hereby stat	te, under penalty of false st	tatement, that I have, to the best of
my ability, fully and truthfully answered all of the	ne questions in this application	٦.	
Applicant's signature			Date
Ι,	, have applied to the State	e of Connecticut Judicial B	ranch Court Support Services Divisior
Certificate Review Unit for a Certificate of Emp	oloyability. To facilitate the inv	estigation of my application	n, I hereby authorize any individual,
private business concern, state or federal ager	ncy to release any information	n such person, private busii	ness concern, state or federal agency
may have in its possession concerning me or r	my activities.		
Applicant's signature			Date
Subscribed and Sworn before me this	day of	, 20	_
Signature of Notary Public			Notary seal
My commission expires on			
•			

Statistical and Research Information Sheet					
This section is optional and will be used for research and statistical purposes only					
This section will not be given to any Probation Certificate Review Unit members					
Full name	Phone number	Email address			
Address					
Race/Ethnic Data					
BLACK (not of Hispanic Origin); Person having origins in any of the B	Black racial groups of Afri	ca.			
HISPANIC: Persons of Mexican, Puerto Rican, Central or South Ame	erica or other Spanish cult	ture or origin, regardless of race			
WHITE: (not of Hispanic Origin): Person having origins in any of the o	original peoples of Europe	e, North Africa, or the Middle East.			
AMERICAN INDIAN OR ALASKAN NATIVE: Persons having origin cultural identification through trial affiliation or community recognition	in any of the original peop	ples of North America who maintain			
ASIAN OR 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					
OTHER: (Please specify) -					
Future Studies					
May we contact you in the future for research purposes? Yes	No				

INSTRUCTIONS FOR COMPLETING A CERTIFICATE OF EMPLOYABILITY APPLICATION ELIGIBILITY

This application is for individuals on Adult Probation as a result of a criminal conviction and individuals who have at least one prior conviction and who are currently being supervised by the Court Support Services Division (CSSD). A Certificate of Employability is for employment purposes only and does not erase your criminal history. You can only apply for a Certificate of Employability with CSSD if you are currently on probation or you are currently under the supervision of CSSD.

In addition, if you are on probation, you must have at least 90 days left on your probation when you submit your application to be considered for a CSSD-issued Certificate of Employability. Anyone else, including anyone on probation with less than 90 days left on his or her sentence, anyone who has already finished his or her sentence of probation, and anyone not on probation or under the supervision of CSSD, who wants a Certificate of Employability, must apply to the Board of Pardons and Paroles (www.ct.gov/BOPP).

HOW TO PREPARE AND SUBMIT THIS CERTIFICATE OF EMPLOYABILITY APPLICATION

- 1. If you cannot type your application responses, please print legibly. If the Certificate Review Unit cannot read your answers, it might take more time for the Certificate Review Unit to go through your application, or it may deny your application.
- 2. Please use binder or paper clips to keep the pages of your application together when you submit your application. DO NOT staple or place your application in bound folders. Please make sure that each document that you include in your application has your name and date of birth on it, and make sure that your application is in the following order:
 - a. The Application with page five (5) notarized.
 - b. A Photocopy of your driver's license or State I.D.
 - c. Any other documentation or paperwork that you wish to include for the Certificate Review Unit to consider (certificates, diplomas, resumes, evaluations, etc.).
- 3. You are expected to answer all questions on this application truthfully (not lie) to the best of your ability. CSSD will be doing a thorough criminal background check on every person who applies for a CSSD-issued Certificate of Employability, and will talk to your Probation Officer. Please note that the Certificate Review Unit can deny your application if you have lied about or left out any information asked for on this application.
- 4. Mail your application and any other documents or paperwork that you want the Certificate Review Unit to review with your application to: The Judicial Branch Court Support Services Division, Attn: Certificate Review Unit, 455 Winding Brook Drive, Glastonbury, CT 06033. NO APPLICATIONS WILL BE ACCEPTED IN PERSON. (You cannot bring your application to the Certificate Review Unit in person.) Applications will be reviewed in the order that they are delivered to the Certificate Review Unit. It is highly recommended that you make a copy of all of the documents and paperwork that you mail to the Certificate Review Unit to keep for your personal records because the Certificate Review Unit will not return any documents or paperwork that it receives. It is also highly recommended that you send your application by certified mail. CSSD is not responsible for applications that are lost if they are not sent by certified mail. If you have any questions or need any help completing your application, please call the Certificate Review Unit office at (860) 368-3800 or talk to your Probation Officer.