



# MATERIALS INNOVATION AND RECYCLING AUTHORITY

100 Constitution Plaza, 6<sup>th</sup> Floor  
 Hartford, CT 06103-1722  
 Telephone: (860) 757-7700  
 Facsimile: (860) 727-4141

## APPLICATION FOR EMPLOYMENT

Materials Innovation and Recycling Authority (“MIRA”) is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis prohibited by law.

MIRA considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, including civil union status, or veteran status, sexual orientation or any other legally protected status.

### PERSONAL INFORMATION

(Please Print)

Name:			
	Last	First	Middle

Address:				
	Street	City	State	Zip Code

Telephone Number(s):		
	Home	Work

Are you either a U.S. citizen or an alien authorized to work in the United States?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

If your authorization to work in the United States is subject to expiration, when will it expire?	
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Are you prevented from lawfully becoming employed in this country because of VISA or immigration status?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

If employment is offered, can you produce documentation required by law to establish work authorization and identity?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

## EMPLOYMENT DESIRED

Position(s) applied for:	
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On what date are you available to start work?	
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Are you available to work:	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time
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Hourly Rate/Salary desired:	
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	Yes	No
Are you currently on "lay-off" status and subject to recall?	<input type="checkbox"/>	<input type="checkbox"/>
Can you work overtime?	<input type="checkbox"/>	<input type="checkbox"/>
Can you travel if your job requires it?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any friends or relatives working here?	<input type="checkbox"/>	<input type="checkbox"/>

If "Yes," list name and relationship to you:

Have you ever been dismissed, involuntarily terminated or forced to resign from employment?	<input type="checkbox"/>	<input type="checkbox"/>
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If "Yes," please explain:

## EDUCATION

	Name and Address of School	Course of Study	Years Completed (Circle)				Diploma/ Degree
			1	2	3	4	
Elementary & Middle School		N/A	1	2	3	4	N/A
			5	6	7	8	
High School		N/A	9	10	11	12	
College/ University			1	2	3	4	
Graduate/ Professional/ Trade/ Business							

Scholastic Average at each University:	
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Academic Scholarships/Awards:	
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Branch of Military or Service:		Rank at Discharge:		Characterization of Discharge:	
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Period of Active Duty:	From:	To:
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Describe any job-related training received in the United States Military, National Guard or Coast Guard:

Describe any specialized training, apprenticeship, computer skills and extra-curricular activities:

## EMPLOYMENT EXPERIENCE

Start with your present or most recent job. Include any job-related military service assignments and volunteer activities. If you need additional space, please continue on the back of this application.

Employer:		From:		To:	
Address:			Hourly Rate/Salary:		
Telephone Number(s)		Job Title:			
Duties/Accomplishments:					
Supervisor (Name and Title):					
Reason for leaving:					

Employer:		From:		To:	
Address:			Hourly Rate/Salary:		
Telephone Number(s)		Job Title:			
Duties/Accomplishments:					
Supervisor (Name and Title):					
Reason for leaving:					

Employer:		From:		To:	
Address:			Hourly Rate/Salary:		
Telephone Number(s)		Job Title:			
Duties/Accomplishments:					
Supervisor (Name and Title):					
Reason for leaving:					

## REFERENCES

Give the names of at least two business references and one personal reference not related to you whom you have known at least one year.

Name	Address	Home Telephone	Business Phone
1.			
2.			
3.			

State any additional information you feel may be helpful to us in considering your application:

## IN CASE OF EMERGENCY PLEASE NOTIFY

Name	Telephone	Relationship
1.		
2.		

## SKILLS AND EXPERIENCE FOR STAFF AND ADMINISTRATIVE POSITIONS ONLY

Years of Administrative experience:		Keyboarding speed:	
Years of Shorthand experience:		Shorthand speed:	
Experience with Dictating devices:		Device used:	
Knowledge of Spreadsheet, Word Processing & Database Programs:			

## NOTICE OF BACKGROUND CHECK AND FAIR CREDIT REPORTING ACT DISCLOSURE

As part of the interview process, Materials Innovation and Recycling Authority (“MIRA”) may conduct a background check. If you are hired, MIRA may also conduct a background check in deciding whether to continue your employment and when making other employment-related decisions directly affecting you. As part of the background check, MIRA may obtain a “consumer report” from a “consumer reporting Authority.” These terms are defined in the Fair Credit Reporting Act (“FCRA”), which applies to you. A consumer report includes information regarding such issues as your credit standing, criminal record, motor vehicle record, character and reputation. If MIRA obtains a “consumer report” about you, and considers any information in the “consumer report” when making an employment-related decision that directly and adversely affects you, you will be provided with a copy of the report before the decision is finalized. You may also contact the Federal Trade Commission in Washington, D.C., about your rights under the FCRA as a consumer with regard to “consumer reports” and the “consumer reporting agencies” that prepare these reports. Your signature below authorizes MIRA to obtain consumer reports regarding you from consumer reporting agencies in connection with your application and during the course of your employment.

To perform the background check, please provide the following information:

Social Security No.:	-                      -		
Driver’s License No:		State:	
Signature:		Date:	
Print Name:			
Print Former Name:			

## AUTHORIZATION TO COLLECT BACKGROUND INFORMATION

I have applied for employment at Materials Innovation and Recycling Authority ("MIRA").

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I authorize representatives of MIRA to obtain pertinent information from my previous employers, references, and other persons with knowledge of my work history and background, financial history, education, regulatory or police records, driving records, licensing status or professional designation, and character or reputation, and to consider the information provided by the background check when making decisions regarding my employment at MIRA.

I authorize all previous employers, references or other persons having knowledge of my record or myself to release such information to MIRA, and hereby release all persons from liability for any damage that may result from furnishing such information to MIRA.

A photocopy of this authorization may be accepted in lieu of the original.

Signature:		Date:	
Print Name:			
Print Former Name:			

**AT-WILL EMPLOYMENT DISCLAIMER AND  
APPLICANT'S AGREEMENT AND CERTIFICATION**

I certify that the answers given in this application are true to the best of my knowledge.

I understand that the use of this application form does not indicate that there are any positions open and does not in any way obligate Materials Innovation and Recycling Authority ("MIRA").

I understand that should I be granted an interview, no representations that may be made at the interview are to be construed as creating any obligation, promise or contract on behalf of MIRA. **Further, in consideration of my employment, I agree to conform to the policies and procedures of MIRA, as they may from time to time be implemented or revised, and that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, for any lawful reason or for no reason at all at the option of either MIRA or myself.** It is further understood that this "at-will" employment relationship may not be changed by any written document or by conduct unless the President of MIRA specifically acknowledges such change in writing. I understand that no supervisory, management or any other employee at MIRA has any authority to make a commitment of guaranteed or continuing employment to me, and no document or publication of MIRA should be interpreted to make such a guarantee.

I understand that false or misleading information given in my application, resumes, interview(s) or during the course of my employment may result in withdrawal of a job offer or discipline up to and including termination of employment, whenever the omission or falsehood is discovered.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer for a field position, I also understand that I will be subject to a medical examination that I must pass before I commence work. I further understand that any job offer may be withdrawn pending the results of the background check and physical examination required by MIRA.

I have read, understood and agree to the foregoing.

Signature:		Date:	
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## CRIMINAL BACKGROUND

**NOTE: THIS PORTION OF THE APPLICATION WILL ONLY BE REVIEWED BY MEMBERS OF THE HUMAN RESOURCES DEPARTMENT (OR THE PERSON(S) IN CHARGE OF EMPLOYMENT) AND ANYONE INVOLVED IN INTERVIEWING THE APPLICANT**

	Yes	No
Have you ever been convicted of or pleaded guilty or nolo contendere (no contest) to a violation of any state, federal, county or municipal law? (Do not include minor traffic violations)	<input type="checkbox"/>	<input type="checkbox"/>

If yes, in the space below, please give information regarding the nature of the charge, the date and location of conviction and the final disposition of the case:

Applicants are not required to disclose the existence of an arrest, criminal charge or conviction for which records have been “erased.” The types of records subject to erasure under Connecticut law are as follows: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or “nolled”; (d) a criminal charge for which the person was found not guilty; and (e) a conviction for which the person received an absolute pardon.

Any applicant whose criminal records were erased will be considered to have never been arrested and may so swear under oath.

I understand that the information provided above will not necessarily result in the rejection of my application, but that the nature of the information will be considered as it relates to the performance of the job duties in question and in light of the requirements of state and federal law.

Signature:		Date:	
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## EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

Government agencies require periodic reports on the gender, ethnicity and veteran status of applicants. This data is for analysis in preparing government reports and for affirmative action purposes only. It is confidential and will be kept separate from your application. Those making the hiring decision will not use it.

**YOU ARE NOT REQUIRED TO PROVIDE THIS INFORMATION BUT YOUR COOPERATION IN COMPLETING THIS FORM WOULD BE APPRECIATED.**

Position Applied For:	
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<b>GENDER</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female
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<b>RACE/ETHNIC GROUP</b> (See definitions below) (CHECK ONE):		
<input type="checkbox"/> White	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Asian
<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Two or More Races	

<b>VETERAN STATUS</b> (See definitions below) (CHECK ONE, IF APPLICABLE)	
<input type="checkbox"/> Recently Separated Veteran	<input type="checkbox"/> Armed Forces Service Medal Veteran
<input type="checkbox"/> Other Protected Veteran	

### DEFINITIONS

**White** (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Black or African American** (Not Hispanic or Latino): A person having origins in any of the Black racial groups of Africa.

**Asian** (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Hispanic or Latino**: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**Native Hawaiian or Other Pacific Islander** (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands. .

**American Indian or Alaska Native** (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Two or More Races** (Not Hispanic or Latino): All persons who identify with more than one of the above five races.

**Recently Separated Veteran**: any veteran who served on active duty in the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran's discharge or release from active duty.

**Armed Forces Service Medal Veteran**: any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a U.S. military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985

**Other Protected Veteran**: veterans who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense. To identify the campaigns or expeditions that meet the criterion identified herein, please refer to <http://www.opm.gov/veterans/html/vgmedal2.htm> or contact (301) 306-6752.