

**CERTIFICATE OF EMPLOYABILITY  
APPLICATION - CSSD**

JD-AP-187 Rev. 2-19  
C.G.S. § 54-130e

STATE OF CONNECTICUT  
**JUDICIAL BRANCH**  
COURT SUPPORT SERVICES DIVISION



**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](http://www.jud.ct.gov/ADA).

**Application for Certificate of Employability**

**Section 1: Applicant Information**

Last name		First name		Middle name	
Date of birth	Social security number		Place of birth		Gender
Address (Number and street)			Apartment number/floor	City	State Zip code
Home phone number	Business phone number	Cell phone number		E-mail address	

**Section 2: Family Information**

Please list all members of your household (anyone who lives with you) below:

	Name	Age	Relationship to you
1.			
2.			
3.			
4.			
5.			

How long have you lived at your current address? \_\_\_\_\_

Current marital status?  Single  Married  Divorced  Separated  Widow  Widower  Civil union

Current spouse/partner's name: \_\_\_\_\_

**Section 3: Alias and Other Names**

State, in full, every other name by which you have been known, including the reason for your use of another name, and the dates during which you were so known (for example, include your maiden name, name by a former marriage, aliases, and nicknames).

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Section 4: Previous Application History**

Have you applied for a Certificate of Employability or Provisional Pardon in the past?  Yes  No

If yes, please state the month(s) and year(s) you applied: \_\_\_\_\_

**Section 5: Citizenship Information**

Are you a citizen of the United States of America?  Yes  No

If you answered no, country of citizenship: \_\_\_\_\_

## Section 6: Education Background/Special Training

Please check the highest grade you finished: 1 2 3 4 5 6 7 8 9 10 11 12  
13 14 15 16 17 18 19 20 21 22 23 24+

Please list any education or other special training you have gotten or are currently getting. Include the school name, dates that you went there, degrees that you earned, and any honors that you got. If you went to training, list the type of training and the agency that provided the training. **You should attach a copy of any certificates, diplomas, or transcripts that you got to this application.**

## Section 7: Employment History

List your jobs and employers for the last 5 years or since you left school, whichever period is less. Do not leave out or skip any jobs. Start with the job that you have now or your most recent job and work back.

Dates (month & year)	Job/position	Employer name/address/phone number	Supervisor
1.			
2.			
3.			
4.			
5.			
6.			

## Licenses/certifications held

Type of license	Licensing agency	License number	Date issued	Expires
1.				
2.				
3.				

## Section 8: Military History

Where you ever in any branch of the U.S. Armed Forces?  Yes  No

If yes, please answer below:

Branch of service	Date of entry into active duty	Date of discharge

Did you serve in the National Guard?  Yes  No

Type of discharge	Rank at discharge

**Attach a copy of your separation papers (Form DD-214) or your military ID (DD Form 2) if you are currently active.**

## Section 9: Criminal History

Conviction Record - You must list all of your convictions, including convictions in Connecticut and in any other state and federal convictions. Any willful omission (*leaving anything out on purpose*) will be construed as a false statement (*lying*) and might cause your application 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](http://www.ct.gov/despp/lib/despp/reports_and_records/dps-846-c.pdf)



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**Section 12: Optional Continuation Page**

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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
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Response

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**Section 13: Attestation and Background Investigation Authorization**

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I, \_\_\_\_\_, agree to allow an investigation to be made to determine my fitness for a Certificate of Employability pursuant to No. 14-27 of the 2014 Public Acts. I hereby state, under penalty of false statement, that I have, to the best of my ability, fully and truthfully answered all of the questions in this application.

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Applicant's signature

Date

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I, \_\_\_\_\_, have applied to the State of Connecticut Judicial Branch Court Support Services Division Certificate Review Unit for a Certificate of Employability. To facilitate the investigation of my application, I hereby authorize any individual, private business concern, state or federal agency to release any information such person, private business concern, state or federal agency may have in its possession concerning me or my activities.

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Applicant's signature

Date

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Subscribed and Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

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Signature of Notary Public

Notary seal

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My commission expires on \_\_\_\_\_

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**Statistical and Research Information Sheet**

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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		

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**Race/Ethnic Data**

- BLACK** (not of Hispanic Origin); Person having origins in any of the Black racial groups of Africa.
- HISPANIC**: Persons of Mexican, Puerto Rican, Central or South America or other Spanish culture or origin, regardless of race
- WHITE**: (not of Hispanic Origin): Person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- AMERICAN INDIAN OR ALASKAN NATIVE**: Persons having origin in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition
- 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](http://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.