

# Head Start Child & Family Development Program, Inc

## Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resource Department.

Position(s) applied for \_\_\_\_\_ County Applying: \_\_\_\_\_ Date of application \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Name \_\_\_\_\_ Telephone# (\_\_\_\_) \_\_\_\_\_ Mobile/Other# (\_\_\_\_) \_\_\_\_\_  
 Last First Middle  
 Address \_\_\_\_\_ E-mail Address \_\_\_\_\_  
 Street City State Zip Code  
 Referral Source (How did you hear about us?) \_\_\_\_\_

Are you a Current or Former Head Start or Early Head Start parent or child? .....  Child  Parent  Neither applies

If you are under 18 and it is required, can you furnish a work permit? .....  Yes  No

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

Have you ever been employed here before? If yes, give dates and positions: \_\_\_\_\_  Yes  No

Are you legally eligible for employment in this country? .....  Yes  No

Date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_ What is your desired salary range? \$\_\_\_\_\_ Type of employment desired:  Full time  Part time

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addresses at a later stage to the extent permitted by law.

Yes  No  Need more information about the job's "essential" functions' to respond

Driver's license number required if driving may be required in the job for which you are applying: \_\_\_\_\_ State \_\_\_\_\_

Answering "yes" to either of the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pleaded "guilty" or "no contest" to, or been convicted of a crime? .....  Yes  No

If yes, please provide date(s) and details: \_\_\_\_\_

### Skills and Qualifications

Please summarize any special training, skills, licenses, and/or certificates that may assist you in performing the position for which you are applying:

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### Computer Skills (check appropriate boxes, include software titles and years of experience):

Word Processing \_\_\_\_\_ Years: \_\_\_\_  Spreadsheet \_\_\_\_\_ Years: \_\_\_\_  Presentation \_\_\_\_\_ Years: \_\_\_\_

Internet \_\_\_\_\_ Years: \_\_\_\_  E-mail \_\_\_\_\_ Years: \_\_\_\_  Other: \_\_\_\_\_ Years: \_\_\_\_

### References:

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Relationship to you \_\_\_\_\_ Telephone #(\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Relationship to you \_\_\_\_\_ Telephone #(\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Relationship to you \_\_\_\_\_ Telephone #(\_\_\_\_) \_\_\_\_\_

### Educational Background, Starting with your most recent attended, provide the following information:

School Include City & State	Years Completed	Completed	GPA Class Rank	Major/ Minor
		__ Diploma __ GED __ Degree __ Certification __ Other _____		
		__ Diploma __ GED __ Degree __ Certification __ Other _____		
		__ Diploma __ GED __ Degree __ Certification __ Other _____		

**Employment History**

Starting with your most recent employer, provide the following information:

1. Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Year Month Year

Address: \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_  
Street City State

Starting job Title \_\_\_\_\_ Final Job title \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_ May we contact for reference?  Yes  No  Later

Summarize job duties \_\_\_\_\_

Compensation (Starting) \$ \_\_\_\_\_ per \_\_\_\_\_  Hourly  Salary Compensation (Final) \$ \_\_\_\_\_ per \_\_\_\_\_  Hourly  Salary

Why did you leave? \_\_\_\_\_

2. Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Year Month Year

Address: \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_  
Street City State

Starting job Title \_\_\_\_\_ Final Job title \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_ May we contact for reference?  Yes  No  Later

Summarize job duties \_\_\_\_\_

Compensation (Starting) \$ \_\_\_\_\_ per \_\_\_\_\_  Hourly  Salary Compensation (Final) \$ \_\_\_\_\_ per \_\_\_\_\_  Hourly  Salary

Why did you leave? \_\_\_\_\_

3. Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Year Month Year

Address: \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_  
Street City State

Starting job Title \_\_\_\_\_ Final Job title \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_ May we contact for reference?  Yes  No  Later

Summarize job duties \_\_\_\_\_

Compensation (Starting) \$ \_\_\_\_\_ per \_\_\_\_\_  Hourly  Salary Compensation (Final) \$ \_\_\_\_\_ per \_\_\_\_\_  Hourly  Salary

Why did you leave? \_\_\_\_\_

**Applicant Statement:**

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no questions on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for 6 months. With in that time if a position becomes available that I may be interested in I can call the employer and ask for my application to be considered. At the end of the 6 months, I understand it will be necessary for me to reapply.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or with out cause and with or with out prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employers' president.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminated me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's services, whenever it is discovered.

DO NO SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

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