

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:

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 #(____) _____

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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

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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 _____

Head Start Child and Family Development, Inc.

123 Marian Rd. □ Hastings, NE 68901 □ (402) 462-4187

Reference Check

Applicant's Name: _____

Position: _____

Person Filling out Reference: _____

How long have you known the applicant? _____

What is your relationship to the applicant? _____

1. What work-related skills have you observed the applicant perform?

2. What personal attributes about the applicant do you feel would make him/her a good choice for this position?

3. Did the applicant present a positive and professional image in your environment?

4. Explain a time you observed, where the applicant handled a situation exceptionally well?

5. Tell us something that sets this person apart from others.

6. Is there anything else you would like to add, that would help us make our decision to hire him/her?

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