

AKRON UMC HEAD START

Employment Application



APPLICANT INFORMATION			
Last Name		First	M.I. Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone		E-mail Address	
Date Available	Social Security No.		Desired Salary
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

SKILLS
Please check any of the following skills you may have and provide details where requested.
<input type="checkbox"/> Driver's License
Other licenses/certifications (please list):
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>

Foreign Language: _____

Foreign language proficiency level

Beginning

Intermediate

Advanced

CPR/First Aide

Food Handler's Certification

Medication Administration

Accounting Experience/Training: (please be specific): _____

Computer Skills: Please Check those that apply, and note the programs/software versions with which you are familiar:

Word Processing- Word Processing Programs: _____

Database- Database Programs: _____

Spreadsheet- Spreadsheet Programs: _____

Keyboarding- Words per minute: _____

Email

Internet

How would you rate your internet proficiency Beginning Intermediate Advanced

Please provide any additional information you wish to include in your application: _____

Any applicant who knowingly or willingly makes a false statement of any material fact or thing in the application is guilty of perjury in the second degree as defined in Section 18-8-503, C.R.S. and, upon conviction thereof, shall be punished accordingly.

Disclaimer: Federal policies, 45 CFR, Part 1301, Subpart D, Head Start Grants Administration, Personnel Policies, Section 1301.31 (c) and (d), require Head Start Agencies to request job applicants to sign a declaration prior to employment which lists:

1. All pending and prior criminal arrests and charges related to child sexual abuse and their disposition
2. Convictions related to other forms of child abuse and/or neglect; and
3. All convictions of violent felonies.

The declarations may exclude:

Any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies committed before the prospective employee's 18th birthday, which was finally adjudicated in a juvenile court or under a youth offender law;

Any conviction for which the record has been expunged under Federal or State law; and

Any conviction set aside under the Federal Youth Corrections Act of similar State authority.

NOTE: Individuals who declare, through this form, that they have been arrested, charged with or convicted of any of the offenses listed above are not automatically disqualified from being hired. Head Start agencies must review each case to assess the relevance of an arrest, charge or conviction to a hiring decision.

I have not been arrested, charged and/or convicted on one or more of the three types of offenses listed above.

I have been arrested, charged, and/or convicted on one or more of the three types of offenses listed above.

If so, please attach information listing the offense(s), the date(s) of the arrest, charge, and/or conviction, and other relevant information.

Have you tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer within the past two years?

- No
- Yes

If so, you must provide documentation of successful completion of the return-to-duty process.

Signature of applicant: _____

Date: _____

PLEASE ATTACH COLLEGE TRANSCRIPTS AND LETTERS OF RECOMMENDATION.

Dear Applicant,

In accordance with Head Start regulations and State Licensing regulations, Akron UMC Head Start will perform a background check. This will entail getting fingerprinted in which the Akron UMC Head Start will pay for the cost of acquiring official fingerprints.

Therefore, if an offer of employment is made, hiring is contingent upon the applicant passing a background check.

In accordance with the Drug-Free Workplace Act of 1988, Akron UMC Head Start has established a Drug-Free Workplace companywide policy.

It is our policy to maintain a work environment that is safe for all employees and conducive to attaining high work standards.

Therefore, if an offer of employment is made, hiring is contingent upon the applicant passing a urine drug test.

Thank you for applying with Akron UMC Head Start.

Shared/admin/director/administration/employment/application