

EMPLOYMENT APPLICATION

You must complete all pages of this application even if you will be attaching a resume.

JOB TITLE/POSITION: (Do not leave blank) _____

PERSONAL DATA

Name: _____

Address: _____ Apartment # _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Email: _____

(we will only use to communicate with you, no spam)

* Have you ever been employed by Opportunities for Chenango or Head Start? _____
If yes, when _____

* Date available to begin employment: _____

* Are you related to any current Opportunities for Chenango board members? _____
If yes, provide names of relatives: _____

* Are you related to any current Opportunities for Chenango or Head Start employees? _____
If yes, provide names of all relatives: _____

* Are you a current Head Start parent? _____

* Are you a former Head Start student? _____

* Have you ever been convicted of a felony? _____

* Our Agency requires that all staff members need to be 21 years or older for employment.
Please initial to verify that you are eligible for employment. _____

* It is our policy that all employees be fully vaccinated against COVID-19. Fully vaccinated means you have received your last vaccination at least 2 weeks ago. Do you meet this requirement? _____

How did you hear about the position?

___ DOL ___ Word of Mouth ___ Web Site ___ Indeed ___ Facebook ___ Other

Are you interested in

___ Full Time ___ Part Time ___ Either Full or Part Time ___ On Call

SPECIAL SKILLS

Foreign Language/Specify Language _____

Proficiency level ☐ Beginner ☐ Intermediate ☐ Advanced

Driver's License _____

Other Licenses/Certifications _____

CPR/FIRST AID CERTIFIED? _____

MAT CERTIFIED? _____

COMPUTER SKILLS

Word Processing _____

Data Base _____

Spreadsheet _____

Keyboarding (words per minute) _____

E-mail (level) ☐ Beginning ☐ Intermediate ☐ Advanced

Internet (level) ☐ Beginning ☐ Intermediate ☐ Advanced

Other _____

EDUCATION

Do you have a high school diploma or GED certificate? **YES** **NO**

Circle highest grade completed in school: **9** **10** **11** **12**

List Colleges, Nursing, Military, Trades, Business or other schools attended. List enough education to meet the requirements of the job. Please attach copies of all transcripts and/or diplomas you wish to be considered for employment (teacher applications require transcripts).

Name & Location of School	Course of Study	Credits Earned	Dates Attended	Graduated	Degree
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

WORK EXPERIENCE

(If work history includes educational environments include age range of children)

1. **Name and Address of Employer:**

Supervisor's Name & Telephone:

Your Title: _____

Your Duties: _____

From: Mo. & Yr. To: Mo. & Yr.

Total Time: _____ Hours per week: _____

Years: _____ Months: _____

Reason for Leaving: _____

May we contact this employer? _____

2. **Name and Address of Employer:**

Supervisor's Name & Telephone:

Your Title: _____

Your Duties: _____

From: Mo. & Yr. To: Mo. & Yr.

Total Time: _____ Hours per week: _____

Years: _____ Months: _____

Reason for Leaving: _____

May we contact this employer? _____

3. **Name and Address of Employer:**

Supervisor's Name & Telephone:

Your Title: _____

Your Duties: _____

From: Mo. & Yr. To: Mo. & Yr. _____

Total Time: _____ Hours per week: _____

Years: _____ Months: _____ Reason for Leaving: _____

May we contact this employer? _____

4. **Name and Address of Employer:**

Supervisor's Name & Telephone:

Your Title: _____

Your Duties: _____

From: Mo. & Yr. To: Mo. & Yr.

Total Time: _____ Hours per week: _____

Years: _____ Months: _____ Reason for Leaving: _____

May we contact this employer? _____

REFERENCES: List at least 3 references (**2 PROFESSIONAL and 1 PERSONAL**) other than family members or domestic partners who have first-hand knowledge of your ability, character, and personality. **Complete this section even if you are including a resume.**

Name	Relationship	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have any previous experience Head Start? Please explain.

SUPERVISORY EXPERIENCES

List any supervisory experience you have including where and how many years.

VOLUNTEER EXPERIENCE and COMMUNITY ACTIVITIES

1. Name & Address of Organization

Supervisor's Name & Phone

Your Title _____ Your Duties _____

From: Mo. & Yr. To: Mo & Yr. _____

Total Time _____

Years Months Hours per week _____

2. Name & Address of Organization

Supervisor's Name & Phone

Your Title _____ Your Duties _____

From: Mo. & Yr. To: Mo & Yr. _____

Total Time _____

Years Months Hours per week _____

ADDITIONAL INFORMATION

Explain your expectation of working for a non-profit agency and also please provide any additional information you wish to include on your application.

An EEO Employer

Greater Opportunities, Inc. is an equal opportunity employer. Our agency does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, physical or mental disability, arrest record, or any other protected classification.

1. I understand that documentation of employment eligibility for compliance with the U.S. Immigration Control and Reform Act is required at the time of hire.
2. I understand that enrollment in the Child Care Division – Criminal History Registry is required at time of hire.
3. I understand that employment with GO Head Start is contingent upon final approval by the Head Start Policy Council.
4. I certify that the information contained in this application is correct to the best of my knowledge, and I understand that falsifications and/or omissions in any detail are grounds for disqualification from consideration for employment or if hired for dismissal from employment.
5. **Greater Opportunities, Inc is an at-will employer;**

"The Employee and employer are each free to terminate the employment relationship with or without cause and with or without notice."

Signature of Applicant

Date

I understand that consideration for employment is contingent on the results of a reference and background check. I authorize Greater Opportunities, Inc. to investigate the truthfulness of all statements made on this application and to contact my former employers, other listed references or any other persons who can verify information. "I hereby consent to permit Greater Opportunities, Inc to contact anyone it deems appropriate to investigate or verify any information provided by me to discuss my suitability for employment, background, past performance, education or related matters. I expressly give my consent to any discussions regarding the foregoing and I voluntarily and knowingly waive all rights to bring an action for defamation, invasion of privacy, or similar cause of action, against anyone proving such information.

Signature of Applicant

Date