

*****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: _____ Cell Phone: _____

Email Address: _____

* Have you ever been employed by Greater Opportunities, Inc. or Head Start? _____
(Formerly Opportunities for Broome or Chenango) If yes, when _____

* Date available to begin employment: _____

* Are you related to any current Greater Opportunities, Inc. Board Members? _____
(Formerly Opportunities for Broome or Chenango)
If yes, provide names of relatives: _____

* Are you related to any current Greater Opportunities, Inc. or Head Start employees? _____
(Formerly Opportunities for Broome or Chenango)
If yes, provide names of all relatives: _____

* Are you a current or previous Head Start parent? _____

* 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. _____

How did you hear about the position?

___ DOL ___ Word of Mouth ___ Web Site ___ Indeed.com ___ Facebook

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? _____

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)

Name and Address of Employer:

Your Title: _____

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

Total Time: Hours per
Years _____ week _____
Months _____

May we contact this employer?
Yes No

Supervisor's Name & Telephone:

Your Duties: _____

Reason for Leaving: _____

Name and Address of Employer:

Your Title: _____

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

Total Time: Hours per
Years _____ week _____
Months _____

May we contact this employer?
Yes No

Supervisor's Name & Telephone:

Your Duties: _____

Reason for Leaving: _____

Name and Address of Employer:

Your Title: _____

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

Total Time: Hours per
Years _____ week _____
Months _____

May we contact this employer?
Yes No

Supervisor's Name & Telephone:

Your Duties: _____

Reason for Leaving: _____

REFERENCES: List at least three references other than family members or domestic partners who have first-hand knowledge of your ability, character, and personality. Provide 3 or more references and at least 2 of the references need to be Professional. **Complete this section even if you are including a resume.**

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

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

Supervisory Experience: List any experience you have including where and how many years.

VOLUNTEER EXPERIENCE and COMMUNITY ACTIVITIES

<u>Name & Address of Organization</u>	Supervisor's Name & Phone
_____	_____

Your Title _____	Your Duties _____
From: Mo. & Yr. _____ To: Mo & Yr. _____	_____
Total Time _____	_____
Years _____ Months _____	_____
Hours per week _____	_____

Name & Address of Organization

Supervisor's Name & Phone

Your Title _____
From: Mo. & Yr. _____ To: Mo & Yr. _____
Total Time
Years _____ Months _____
Hours per week _____

Your Duties _____

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 for Broome and Chenango, 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 and Mandatory Clearances.
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 for Broome and Chenango, 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 for Broome and Chenango, 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 for Broome and Chenango, 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