

Community United Head Start & Day Care, Inc.

ADMINISTRATIVE OFFICES: 4600 CARNEGIE AVENUE. CLEVELAND, OHIO 44103 Phone: 391-8333 Fax: 391-8282

“Funded wholly or in part thru a grant from The Council for Economic Opportunities in Greater Cleveland.”

APPLICATION FOR EMPLOYMENT

EQUAL OPPORTUNITY EMPLOYER: the law prohibits discrimination because of age, sex, religion, race color, and national original and requires Affirmative Action in the hiring of the Disabled and Veterans. A description of Affirmative Action Programs is available at CUHS&DC facilities during normal business hours.

To help us learn about your experiences, abilities, and interests, please complete this Application for Employment as thoroughly as possible. We will review your qualifications and will make every effort to reach a decision, based solely on merit, as quickly as possible. The information you provide will be considered confidential and will be afforded the same protection as CUHS&DC confidential material.

DATE: _____

PERSONAL DATA

NAME _____

PRESENT ADDRESS _____
Street City State Zip Code

PREVIOUS ADDRESS _____
Street City State Zip Code

TELEPHONE NUMBER (_____) _____

Can you present proof of your right to work legally in the United States? YES _____ NO _____

EMPLOYMENT DESIRED

POSITION _____ DATE YOU CAN START _____

SALARY DESIRED _____

EMPLOYMENT EXPERIENCE

Please list your job history for the past ten years (or last four employers). Start with your present status and note any periods in which you were not employed. Include U.S. military service (show rank/rate at discharge and type of discharge).

Employer		Length of Service	Work Performed
Address		*List Dates	
Telephone Number(s)		Hourly Rate/Salary (Start - Final)	
Job Title	Supervisor		

Reason For Leaving

Employer		Length of Service	Work Performed
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Reason For Leaving

EDUCATION AND TRAINING

Education	Name and Location of School	How Many Years Attended?	Did You Graduate?	Subjects Studied
High School				
College				
Other				

Subjects of Special study or research work.

Academic Achievements and Activities: Please list academic honors, scholarships, or fellowships; memberships in academic honorary societies, or participation in or offices held in extracurricular activities as you consider significant. Also, please include any other information you think would be helpful to us in considering you for employment, such as, additional work experience, activities, accomplishments, etc:

HIRING POLICY

It is the policy of the Community United Head Start & Day Care, Inc. that all Prospective employees are subject to investigations including work background, personal references, education verification, criminal background and drug testing. Applicants who have falsified information, omitted essential facts, or whose background and/or personal references are not satisfactory are not considered to be eligible for employment. If employed and it is subsequently discovered that information was falsified or omitted, the employee is subject to immediate discharge.

1. All prospective employees are required to disclose:
 - (a) All pending and prior criminal arrests and charges, and the disposition of all such allegation related to child sexual abuse and/or other abuse or neglect; and
 - (b) All felony convictions.
2. All prospective employees are subject to criminal records checks to the extent permitted by Senate Bill 38.

The following steps will be taken to conduct a criminal records check for all Community United Head Start employees hired after October 29, 1993.

- a. All applications will contain a statement that the prospective employee must submit to criminal records check.
 - b. Each applicant under final consideration for appointment or employment shall be provided a copy of the form to obtain necessary information and a standard impression sheet to obtain fingerprint impressions.
 - c. Each form and impression sheet will be forwarded to the Superintendent of the Federal Bureau of Investigation if residency in state is less than five years. Proof of residence for the last five years must be submitted.
 - d. Community United Head Start will pay for the records check.
 - e. The applicant may be hired temporarily until the records check is completed.
 - f. Persons that fail the records check will be dismissed immediately.
3. All employees are required as a condition of employment to sign a non-conviction statement as required by law. Criminal arrest, charge and/or conviction will be reviewed by the agency on a case basis to assess its relevancy to an employment decision, based on the Department of Human Services Rules.
 4. As a condition of employment, following the decision to hire an applicant, each individual is required to obtain and successfully complete a medical examination indicating his/her ability to perform the job and a Drug test.

I have read the above information regarding Community United Head Start's hiring policies and hereby agree to its' contents and requirements. I also understand that I must submit to a criminal records check, drug test, and medical examination as a condition for employment with the Agency.

Signature

COMMUNITY UNITED HEAD START & DAY CARE, INC.

**AUTHORIZATION FOR
RELEASE OF INFORMATION**

I authorize any reference, schools, former employers, military organization, police department or current employer (if approved by me in the Employment Experience section) and any other organizations named in this application, to provide Community United Head Start with any relevant information that may be required to arrive at an employment decision; and to release them from all liability for disclosing such information to Community United Head Start.

Signature _____ Date: _____

DECLARATION PAGE

If you have pending and/or prior criminal arrests and/or charges related to child abuse or sexual abuse and their dispositions, or convictions related to other forms of abuse and neglect, also convictions of all felonies.

If any please list them

Please explain

Signature _____ Date: _____

I do not have any pending and/or prior criminal arrests and/or charges related to child abuse or sexual abuse and their dispositions, or convictions related to other forms of abuse and neglect, and have not been convicted of any felonies.

Signature _____ Date: _____

REFERENCES

Please provide us with three (3) references. We do prefer that you include two (2) previous employer references and one (1) personal reference, if possible.

Please have complete street addresses, including zip code.

Name _____ Position/Title _____

Address _____ City _____ State _____ Zip _____

Number of years known: _____ Phone Number _____

Name _____ Position/Title _____

Address _____ City _____ State _____ Zip _____

Number of years known: _____ Phone Number _____

Name _____ Position/Title _____

Address _____ City _____ State _____ Zip _____

Number of years known: _____ Phone Number _____