

KLAMATH FAMILY HEAD START APPLICATION FOR EMPLOYMENT

(Complete a separate application for each position)

POSITION APPLYING FOR: _____

Date: _____

NAME: _____
(Last) (First) (Middle)

ADDRESS: _____
(Street) (City) (State) (Zip)

TELEPHONE NUMBER: _____ Cell Phone: _____

Are you legally authorized to accept employment in this country? _____ Yes _____ No
 (Proof of citizenship or immigration status will be required upon employment)

Have you reviewed a description of this position? _____ Yes _____ No

Are you capable of performing, with or without reasonable accommodation, the duties of the position? _____ Yes _____ No

Applicants are required to register with the Oregon Criminal Background Registry online at www.oregonearlylearning.com or by calling 1-800-556-6616. (Attach a copy of Registry Letter to application)

I learned about the job from: Newspaper ad Friend Job training agency
 Employment agency Relative Other _____

Have applied to or been employed by Klamath Family Head Start before? ___ Yes ___ No. If yes, explain and give date(s):

May we contact your present employer? _____ Yes _____ No
 Can you travel if a job requires it? _____ Yes _____ No

WORK INTEREST

Type of Employment desired: <small>Full Time Part Time Temporary</small>	Earliest available date:
Why do you want to work for Klamath Family Head Start? _____ _____ _____	
What job-related skills do you have? _____ _____ _____	

EDUCATION

List all schools attended	Name and address of school	Graduated (Yes or No)	Degree Type of Diploma	Major Course
High School	_____			
College or University	_____			
Other (specify)	_____			

If you attended college but did not graduate, how many credit hours are needed to complete degree requirements?
 Associate _____ Bachelor _____ (major) _____

Describe any specialized training, apprenticeships, or extra-curricular activities that bring skills to this position:

Do you speak, read or write any language(s) other than English? ___ yes ___ no If yes, please explain: _____

EMPLOYMENT AND VOLUNTEER HISTORY

List last three (3) work experiences, including military service, that include duties and responsibilities related to the position. **Start with the most recent and work back.** Attach a resume if requested in the job announcement.

(ACCOUNT FOR ALL TIME IN THE LAST FIVE YEARS - ATTACH A SEPARATE SHEET IF NECESSARY)

From Mo/Yr	To Mo/Yr	Employer / Address / Phone Number / Supervisor	Job Title	Reason for leaving
		_____ _____ Contact person:		
		_____ _____ Contact person:		
		_____ _____ Contact person:		

VOLUNTEER EXPERIENCE

		_____ _____ Contact person:		
		_____ _____ Contact person:		

PROFESSIONAL / PERSONAL REFERENCES

List name and phone number of three people who can speak about your skills/education/training for this position:		
NAME	PHONE NUMBER	BEST TIME TO CALL
1.		
2.		
3.		

Klamath Family Head Start is an Equal Opportunity Employer/American Disabilities Act.

The information in this application is true in all respects. I understand that if I am employed and any information is found to be false, I may be subject to dismissal, without notice, at any time. I hereby authorize my former employers to release information pertaining to my work record and job performance while in their employ. I authorize the individuals listed as references to release any information that may pertain to my potential employment. I UNDERSTAND AND AGREE THAT IF I AM OFFERED EMPLOYMENT BY KLAMATH FAMILY HEAD START, MY EMPLOYMENT WILL BE FOR NO DEFINITE TERM AND THAT EITHER I OR KLAMATH FAMILY HEAD START WILL HAVE THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE.

KFHS is committed to maintaining a drug-free workplace. If a job is made, I understand I will be required to complete a test for drug and/or alcohol use paid for by Head Start. These tests will be administered by a clinic chosen by KFHS. I agree to undergo pre-employment drug and/or alcohol testing. I understand that the results of any such test will be disclosed only to relevant management employees. I understand that if I refuse to undergo testing, fail to provide physical specimens or otherwise fail to complete the testing process, I will not be hired.

Signature of Applicant _____ Date _____