

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	Salary	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 _____