



www.cpcdheadstart.org

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied for _____ Today's Date _____

Are you seeking: Full-time Part-time Temporary On-Call/Substitute employment?

When could you start work? _____ Salary Desired? _____

GENERAL

Last Name

First Name

Middle Name

Telephone Number

E-Mail Address

Present Street Address

City

State

Zip Code

Are you 18 years of age or older? Yes No
(If you are hired, you may be required to submit proof of age.)

If hired, you will be required to furnish proof of your eligibility to work in the U.S.

GENERAL (CONTINUED)

Have you ever applied here before? Yes No If yes, when? _____

Were you ever employed here? Yes No If yes, when? _____

List any relatives working for us. _____

How did you hear about CPCD? _____

Are you, or have you been a parent of a Head Start child? Yes No

If yes, what classroom is/was your child in? _____

Have you ever been convicted of any law violation? (Include any plea of "guilty" or "no contest." Exclude minor traffic violations.) Yes No

If yes, give details _____
(A conviction will not necessarily disqualify an applicant for employment. Attach additional pages if needed.)

If employed, do you expect to be engaged in any additional business or employment outside of our job? Yes No

If yes, give details _____

EDUCATION SPECIAL SKILLS

Name and Location of High School _____

Course of Study _____

Of Years Completed _____ Did you Graduate? Yes No

Name and Location of College _____

Course of Study _____

Of Years Completed _____ Did you Graduate? Yes No

Name and Location of College _____

Course of Study _____

Of Years Completed _____ Did you Graduate? Yes No

Other _____

Course of Study _____

What skills or additional training do you have that are related to the job for which you are applying? _____

What equipment can you operate that is related to the job for which you are applying? _____

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, genetic information or other protected status.)

For driving jobs only: Do you have a valid driver's license? Yes No

Driver's License Number _____ Class of License _____ State Licensed In _____

Have you had your driver's license suspended or revoked in the last 3 years? Yes No

If yes, give details: _____

VOLUNTEER WORK

Describe any voluntary or charitable work or project, or internship, apprenticeship, research, or other experience you have had, which has enabled you to develop skills and/or knowledge that would help you to perform the duties of the position for which you are applying.

Name and location of Organization/Project _____

From _____ To _____

Work Performed; Skills and Knowledge Gained _____

Your Position _____

Your Supervisor or Contact Person who would have knowledge of you work (provide address and telephone number) _____

Name and location of Organization/Project _____

From _____ To _____

Work Performed; Skills and Knowledge Gained _____

Your Position _____

Your Supervisor or Contact Person who would have knowledge of you work (provide address and telephone number) _____

WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

Note: A job offer may be contingent upon acceptable references from current and former employers.

Company Name _____ **Telephone** _____

Address _____ **Name and Title of Supervisor** _____

State job title, describe your work _____

Employment From _____ **To** _____

Reason for leaving or wishing to leave _____

May we check this reference? Yes No e-mail address _____

Company Name _____ **Telephone** _____

Address _____ **Name and Title of Supervisor** _____

State job title, describe your work _____

Employment From _____ **To** _____

Reason for leaving or wishing to leave _____

May we check this reference? Yes No e-mail address _____

Company Name _____ **Telephone** _____

Address _____ **Name and Title of Supervisor** _____

State job title, describe your work _____

Employment From _____ **To** _____

Reason For leaving or wishing to leave _____

May we check this reference? Yes No e-mail address _____

Company Name _____ **Telephone** _____

Address _____ **Name and Title of Supervisor** _____

State job title, describe your work _____

Employment From _____ To _____

Reason for leaving or wishing to leave _____

May we check this reference? Yes No e-mail address _____

PROFESSIONAL REFERENCES

Have you worked or attended school under any other names? Yes No

If yes, give names: _____

Are you presently employed? Yes No

If yes, whom do you suggest we contact? _____

Have you ever been fired from a job or asked to resign? Yes No

If yes, please explain: _____

Give three **professional** references; ***not relatives or friends***, who can provide information about past employment:

Name _____

Relationship _____ Phone _____ e-mail address _____

Name _____

Relationship _____ Phone _____ e-mail address _____

Name _____

Relationship _____ Phone _____ e-mail address _____

AFFIDAVIT, CONSENT AND RELEASE

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

(If you have any questions regarding this acknowledgment, please ask them before signing. This is part of the employment application and, if the applicant is hired, it will also control certain aspects of the employment relationship).

I affirm that all the answers and information I have provided on this application form are accurate and complete to best of knowledge. Any applicant who knowingly or willfully makes a false statement of any material fact or thing in the application is guilty of perjury in the second degree as defined in Section 18-8-503, C.R.S., and, upon conviction thereof, shall be punished accordingly.

I understand and agree that, if I have provided inaccurate or incomplete information on this application form, or at any other step in the application process, it may result in refusal to hire or, if I am employed by CPCD, immediate discharge from employment.

I UNDERSTAND AND AGREE THAT THIS APPLICATION FORM IS NOT, AND IS NOT INTENDED TO BE AN OFFER OF EMPLOYMENT OR CONTRACT OF EMPLOYMENT.

I UNDERSTAND AND AGREE THAT EMPLOYMENT WITH CPCD IS EMPLOYMENT AT WILL. THIS MEANS THAT, IF I AM HIRED BY CPCD, CPCD IS FREE TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT ADVANCE NOTICE, AND FOR ANY REASON, AND THAT I AM FREE TO RESIGN FROM EMPLOYMENT WITH CPCD AT ANY TIME, WITH OR WITHOUT ADVANCE NOTICE, AND FOR ANY REASON.

I authorize CPCD to conduct an investigation concerning my background, record and suitability for employment with CPCD. I specifically authorize CPCD, as it deems appropriate, to contact and obtain information concerning me from all references, educational institutions, past employers, organizations and persons identified by me or at any time in the application process, following employment with CPCD, and at any other time. I also authorize CPCD to conduct a criminal background investigation concerning me at any time, again, as CPCD deems appropriate. I understand that, prior to commencing work with CPCD and thereafter, I may be asked to undergo a physical exam and tests for drug and alcohol use, and I hereby consent to such exams and tests. I hereby generally release CPCD and its directors, employees, agents and representatives and all persons providing information concerning me, from any and all claims that might arise from reviewing and processing my application and other information obtained concerning me and conducting the above-referenced background investigations, exams, and tests.

I affirm that I will strictly comply with the policies and expectations of CPCD, including without limitation, those concerning child safety and protection, sexual abuse, and misconduct. I understand and agree that failure by me to comply with such policies and expectations may result in my immediate dismissal, or disciplinary action, all in the discretion of CPCD.

I have read, understand, and by my signature consent to these statements.

Print Name: _____

Signature: _____ Date: _____



Pre-employment Declaration

To ensure to the best of our ability the safety and well-being of the children we serve, we require all prospective employees to complete the following, prior to employment. You need not disclose information that is contained in sealed or expunged records and may state that no record or action ever occurred as to matters contained in sealed or expunged records. Information disclosed by you on this declaration form will not necessarily be an automatic bar to employment, and factors such as your age at the time of the incident, seriousness and nature of the incident, time elapsed, and subsequent rehabilitation efforts may be taken into account. Upon a contingent job offer, final candidates will have their fingerprints submitted to the FBI and the Colorado Bureau of Investigation.

1. Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violation)? You must answer “yes” if you have entered into a plea agreement, including a deferred sentence or judgment arrangement, in connection with a criminal charge. Yes No

2. Have you ever been arrested, charged, or convicted for crimes involving:
 - a. child sexual abuse Yes No
 - b. child abuse or neglect Yes No
 - c. a crime involving violence Yes No

3. Do you have any pending actions involving child sexual abuse, child abuse, neglect, and/or a crime involving violence? Yes No

4. Have you ever been reported to a social services agency, law enforcement authority, child abuse registry, or similar organization regarding abuse or other misconduct involving children? Yes No

5. Have you ever been the subject of a civil lawsuit involving sexual misconduct, sexual harassment, or other harassment or injurious behavior or conduct, involving adults or children? Yes No

6. Have you ever been the subject of a complaint or disciplinary proceeding against a professional license or other license held by you, including but not limited to a license to provide child care or similar service?
 Yes No

7. Have you ever been the subject of any disciplinary action, transfer, or dismissal, or been named as a defendant in a civil or criminal lawsuit, as a result of an accident or mishap involving children? Yes No

If your answer is “yes” to any of the above, please attach a statement or explanation, including the nature of the offense charge, conviction, date, law enforcement agency making the charge, and any other relevant information.

Name (please print)

Signature

Date