



Kids and Company of Linn County
KIDCO HEAD START/EARLY HEAD START

300 Market Street, Suite 200, Lebanon, Oregon 97355
(541) 451-1581 FAX (541) 259-1581 www.kidcoheadstart.org

APPLICATION FOR EMPLOYMENT

Name _____
(Last) (First) (Middle)

Address _____
(Number & Street) (City) (State) (Zip)

Mailing Address _____
(if different)

Phone:

For what position are you applying?

Where did you learn about this job announcement? _____

Check the location(s) in which you are willing to work:

- Sweet Home-Sunnyside
- Sweet Home-Crawfordsville
- Philomath
- Harrisburg
- Albany-South Albany
- Corvallis
- Jefferson
- Lebanon
- Albany – Riverside
- Albany – Periwinkle (LBCC)

- EHS Sweet Home – High School
- EHS Corvallis – Old Mill
- EHS Albany – LBCC Center

Date available for work? _____

May we contact your previous employers and/or supervisors? Yes No

Do you have a valid Oregon Driver's License? Yes No

Do you have a car or could you get one to use on the job? Yes No

Are you a current or former Head Start/Early Head Start parent? Yes No

FOR OFFICE USE ONLY	
Screened	_____ month/day/year
Interviewed	Letter sent: _____ month/day/year
<input type="checkbox"/> No	
<input type="checkbox"/> Yes	_____ day of week/month/day/year/time
Hired	
<input type="checkbox"/> No	Phone call: _____ month/day/year
<input type="checkbox"/> Yes	Notified: _____ month/day/year
Office Visit	_____ month/day/year
First day of Employment	_____ month/day/year
Last day of Employment	_____ month/day/year
Central Background Registry:	_____ Date verified
Registry # _____	Expiration: _____ month/day/year

EMPLOYMENT HISTORY: List below your paid work experience, starting with your present or most recent job. Include self-employment. Be complete and specific. Your application must show you meet qualifications in order to receive an interview. **Attach additional pages if necessary in order to include all relevant jobs.**

Employer:			
Complete Address:			
Supervisor:		Phone #:	
Your Title:		Employed _____ To: _____	Hours/ Week
Starting Salary:	Ending:	From: _____	Month/Year _____
Specific Duties:			
Reason for Leaving:			

Employer:			
Complete Address:			
Supervisor:		Phone #:	
Your Title:		Employed _____ To: _____	Hours/ Week
Starting Salary:	Ending:	From: _____	Month/Year _____
Specific Duties:			
Reason for Leaving:			

Employer:			
Complete Address:			
Supervisor:		Phone #:	
Your Title:		Employed _____ To: _____	Hours/ Week
Starting Salary:	Ending:	From: _____	Month/Year _____
Specific Duties:			
Reason for Leaving:			

REFERENCES:

Please provide one personal and one professional reference.

	NAME	PHONE NUMBER
Personal Reference		
Professional Reference		

EDUCATION:

Have you graduated from high school or received a G.E.D.? Yes No

Colleges or other schools attended:

Name & Location	Dates Attended	Credit Hours Earned	Did you Graduate	List degree/ Major, Minor	Major courses taken

SPECIALIZED SKILLS OR TRAINING: List any skills, abilities or training that relate to the job for which you are applying. Examples: computer programs, languages, music, first aid, CPR, counseling, CDL, bus driver license.

VOLUNTEER AND UNPAID WORK EXPERIENCES: List experience related to the job for which you are applying such as involvement with pre-school, day care, Head Start, grade school, 4-H, Scouts, hot lines, agency-related committees, etc. List types of work including length (Example: Volunteered at child’s pre-school 3 hrs a week for nine months in 2000-2001 – helped with . . . [specific details].). Please include reference contact information. This section can be used to help you meet qualifications. Be complete and specific.

EXPLANATION AND ADDITIONAL INFORMATION: Use the space below for any additional information or comments relative to your interest in working for this program. Attach additional sheets if more space is needed.

EMPLOYMENT INFORMATION - READ CAREFULLY:

- ◆ Employees or other persons who are subject individuals must be enrolled in the State of Oregon Child Care Division’s Central Background Registry. Employment is subject to fingerprinting and criminal records and child protective services records check as required by Oregon Revised Statutes (ORS 181.537).
- ◆ All prospective employees are subject to drug and alcohol testing.
- ◆ Falsifying information on this job application constitutes grounds for not hiring or for termination.
- ◆ Kids & Company cannot be responsible for any interviewing or moving expenses incurred by the applicant and or new employee.
- ◆ All applications for advertised positions will be reviewed and screened by the hiring committee. Applicants considered for hiring will be notified of interviewing date, time and location.
- ◆ Neither Kids & Company nor any of its programs shall discriminate in its hiring and personnel procedures against any applicant on the basis of race, color, sex, age, marital status, religion, handicap or national origin.
- ◆ The USDA and the State of Oregon are equal opportunity providers and employers.
- ◆ Present or past employers will/may be contacted about your performance and qualifications.

I agree to the terms and conditions of employment from above and my signature indicates my understanding and agreement.

Signature of Applicant Date

Applications may be returned or mailed to: **Kidco Head Start
300 Market St., Suite 200
Lebanon, OR 97355**

Declaration Form for Prospective Employees in Head Start Programs

For use by Head Start Agencies to comply with 45 CFR Part 1301, Subpart D, Head Start Grants Administration, Personnel Policies, Section 1301.31 (c) and (d).

Name of Prospective Employee: _____

Federal policies now require that Head Start agencies require all prospective employees to sign a declaration prior to employment which lists:

- (1) All pending and prior criminal arrests and charges related to child sexual abuse and their disposition;
- (2) Convictions related to other forms of child abuse and neglect; and
- (3) All convictions of violent felonies.

The declarations may exclude:

- ◆ Any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies committed before the prospective employee's 18th birthday, which was finally adjudicated in a juvenile court or under a youth offender law;
- ◆ Any conviction for which the record has been expunged under Federal or State law; and
- ◆ Any conviction set aside under the Federal Youth Corrections Act or similar State authority.

Note that individuals who declare, through this form, that they have been arrested, charged with or convicted of any of the offenses listed above are not automatically disqualified from being hired. Head Start agencies must review each case to assess the relevance of an arrest, charge or conviction to a hiring decision.

Please provide your signature on the appropriate category below:

I **have not been** arrested, charged and/or convicted on one or more of the three types of offenses listed above.

Signature

Date

I **have been** arrested, charged and/or convicted on one or more of the three types of offenses listed above.

If so, please attach information listing the offense(s), the date(s) of the arrest, charge, and/or conviction, and other relevant information.

Signature

Date

IMPORTANT: Each Head Start agency must take necessary steps to assure the confidentiality of this form.