



**GULF COAST COMMUNITY ACTION AGENCY, INC.**

500 24<sup>TH</sup> Street/ P.O. Box 519  
 Gulfport, Mississippi 39502-0519  
 Telephone: (228) 896-1409 Fax: (228) 897-9075  
 Head Start: (228) 897-7717 Fax: (228) 897-9076



## EMPLOYMENT APPLICATION

**Name:** \_\_\_\_\_  
**Last** **First** **Middle**

**Address:** \_\_\_\_\_ **Telephone #.:** \_\_\_\_\_  
Number/Street/Apt#

**City/State/Zip** \_\_\_\_\_ **Mobile/Message:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

***Prior to employment, you will have to obtain a physical examination, TB Test, up-to-date immunization record, background check and drug screening. You are required to have a high school diploma or have a certified GED.***

Were you ever previously employed with Community Action Agency or Head Start Program? \_\_\_\_\_ (Yes or No)

If yes, when? \_\_\_\_\_ Position Held \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Do you have relatives working with this agency? \_\_\_\_\_ if yes, please list the name and the relationship.

List any friends now working with us \_\_\_\_\_

Are there any experiences, skills, or qualifications you have for which you feel would complement the position(s) you are applying for?

If necessary, are you willing to occasionally work beyond regular working hours? \_\_\_\_\_ (Yes or No)

If your application is considered favorably, how soon would you be available for work? \_\_\_\_\_ (Date)

**RECORD OF EDUCATION (Begin with High School)**

Name and Location of School	Dates Attended	Diploma or Degree
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**LIST BELOW ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH THE MOST RECENT**

Name & Address of Employer- Dates Employed- Describe Your Position- Salary- Reason for Leaving- Supervisor's Name


## AGENCY POSITIONS

Please check the position(s) you are interested in applying for. All positions require you to submit a resume. Positions marked with (\*\*) require computer & typing skills, typing at a minimum of 45 wpm accurately. Positions marked with (+) require specialty degrees.

Mark (X)	<i>Administration/CAA</i>	Mark (X)	<i>Head Start Staff Continue</i>
	Executive Director		Special Initiative Coordinator
	Deputy Director		Systems Administrator **
	Chief Fiscal Officer		Nutrition Coordinator
	Executive Administrative Assistant **		Lead Child Family Service Worker: FS
	Receptionist **		Lead Child Family Service Worker: ERSEA
	Senior Planner **		Transportation/Head Mechanic Supervisor
	Administrative/Planning Assistant**		Facilities/Maintenance Supervisor
	Human Resources Division Manager		Program Design and Management Asst.
	Human Resources Coordinator		Early Childhood Development and Health Services Asst. **
	Human Resources Clerk **		Curriculum Assessment Individualization Outcomes Asst. **
	Accountant I **		Education Assistant/Bilingual **
	Accountant II **		Eligible Recruitment Selection Enrollment Attendance Asst **
	Family Service Worker Supervisors		Nutrition Clerk **
	Family Service Worker **		Family & Community Partnership Clerk **
	Family Service Assistant **		Transportation/Facility Clerk **
	Intake/Access Receptionist **		Health Data Assistant **
	Youth Specialist		Health Child Family Service Worker **
	Youth Coordinator		Mental Health/Disability Child Family Service Worker **
	Youth Counselor		Child Family Service Workers (CFSW) **+
	WIA Coordinator		Disability Attendants **
			Mentor Coaches
			Center Managers
			Center Clerk **
	<i>Head Start Staff</i>		Teachers **+
	Head Start Director		Home Base Teacher **+
	Sr. Administrative Assistant **		Assistant Teacher **+
	Administrative Secretary **		Extended Day Teacher
	Program Design And Management Division Mgr		Sub Assistant Teacher
	Early Childhood Development and Health Services Division Mgr		Mechanic Helper
	Family Community Partnerships Division Mgr		Maintenance Helpers
	Transportation/Facilities Division Mgr		Bus Driver/Custodians (CDL/Class C/P)
	Health Specialist		Bus Monitors
	Nutrition Specialist		Bus Driver (CDL/Class C/P)
	Mental Health & Disability Specialist		Head Cook
	Curriculum Assessment Individualization Outcomes Specialist		Assistant Cook
	Training Specialist		
	Transition/Family/Child Advocacy Specialist		

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The Civil Rights Act of 1964 prohibits discrimination in employment practices because of race, color, religion, sex, or national origin. P.L. 90-202 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 65 years of age.

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**SEX:** Male \_\_\_\_\_ Female \_\_\_\_\_ Are you over the age of 18? \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying which could range from maintaining a valid driver's license or in some cases commercial driver's license; providing own transportation and insurance; being able to communicate both orally and in writing, answer telephones, screen calls and provide general information; being able to type and operate computers; being able to conduct home visits, assist and participate in training and the ability to establish and maintain files; being able to perform multiple tasks successfully; being able to maintain inventory records; being able to lift up to 50 pounds or over in some cases stack items overhead or crouching and stooping in tight spaces; being able to engage in overnight travel; being able to operate agency vehicles, tools and equipment; and/or being able to perform minor electrical work, plumbing and carpentry depending on which job for which you are applying? \_\_\_\_\_

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Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses? \_\_\_\_\_  
If Yes, Describe in Full \_\_\_\_\_

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The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed ninety (90) days. The applicant understands that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

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All questions MUST be answered or this application will not be considered as complete and will be discarded.

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Applicant Signature \_\_\_\_\_

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Date \_\_\_\_\_

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**PERSONAL REFERENCES**

(List 3)

**\*\*DO NOT LIST RELATIVES\*\***

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: (    ) \_\_\_\_\_

NUMBER OF YEARS KNOWN: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: (    ) \_\_\_\_\_

NUMBER OF YEARS KNOWN: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: (    ) \_\_\_\_\_

NUMBER OF YEARS KNOWN: \_\_\_\_\_

GULF COAST COMMUNITY ACTION AGENCY  
Head Start



Declaration Form for Prospective Employees

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For use by Head Start Agencies to comply with 45 CFR Part 1301, Subpart D, Head Start Grants Administration, Personnel Policies, (1301.31) (7) (b-c).

Name of Applicant: \_\_\_\_\_  
(Please Print)

Federal regulations now mandate 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/ or neglect; and
3. All convictions of violent felonies.

**The declaration may exclude:**

1. Any offense, other than any offense related to child abuse and/ or child sexual abuse or violent felonies committed before the prospective employee's 18<sup>th</sup> birthday, which was finally adjudicated in a juvenile court under a youth defender law;
2. Any conviction for which the record has been expunged under Federal or State law;
3. Any conviction set aside under the Federal Youth Corrections Act or similar State authority;
4. Traffic fines of \$200.00 or less.

*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.*

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**EMPLOYER REFERENCES**

(LIST 3)

NAME OF COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

SUPERVISOR'S NAME \_\_\_\_\_

Are you currently employed with the company? Yes \_\_\_\_\_ No \_\_\_\_\_

NAME OF COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

SUPERVISOR'S NAME \_\_\_\_\_

Are you currently employed with the company? Yes \_\_\_\_\_ No \_\_\_\_\_

NAME OF COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

SUPERVISOR'S NAME \_\_\_\_\_

Are you currently employed with the company? Yes \_\_\_\_\_ No \_\_\_\_\_

