

CENTRAL MONTANA HEAD START

25 MEADOWLARK LANE

LEWISTOWN, MT 59457

TEL. (406) 535-7751

We are an Equal Opportunity Employer, and fully subscribe to the principles of and laws pertaining to Equal Employment Opportunity. You will be considered for hire, promotion, and job status without regard to race, color, religion, creed, sex, marital status, national origin, age, or physical or mental disability.

Name _____ Date of application ____ / ____ / ____
Last First M.I.
Address _____ City _____ State ____ Zip _____
Telephone: Direct: (____) ____ - _____ Work/Msg: (____) ____ - _____ Social Security Number ____ - ____ - _____

Position Applying For _____

Are you able to perform the essential job functions of this position with or without reasonable accommodation? Yes No

If not a US citizen: Are you legally entitled to work in this country? Yes No Date available for work ____ / ____ / ____

Indicate your availability for work: Fulltime Part-time Permanent Out-of-Town Travel

Can and will you travel if the job requires it? Yes No Please Explain: _____

Are you currently on temporary layoff from and do you intend to return to work for another employer? Yes Date _____ No

Answer only if the law requires a minimum age for this position: Are you at least 18 yrs of age? Yes No

Have you ever pled 'guilty' or 'no contest' to, or been convicted of a felony? (A criminal record will not automatically bar employment, but will be considered only as it reasonably relates to your eligibility for the position for which you are applying.) Yes No
If yes, provide specifics _____

Have you ever applied for work with us or worked for us in the past? Yes: Date ____ / ____ Applied Worked No

EDUCATION & TRAINING

Transcripts are required to verify qualifications and ensure accurate placement on the wage scale.

Highest grade completed: High School/GED ____ College 1 2 3 4 Masters ____ Doctorate ____

| Name & Address of School | Major Course studied | Graduated? (Y/N) If so, degree: | Grade Average |
|---|----------------------|---------------------------------|---------------|
| Last High School: | | | |
| College/University: | | | |
| College/Univ/Vocational/Other: | | | |
| Scholarships, academic honors, awards, or special achievements: | | | |

Please check below and provide copies of current certificates/licenses you have.

First Aid Yes No Infant/Child CPR Yes No Adult CPR Yes No

INTERESTS / ACCOMPLISHMENTS / CERTIFICATIONS: You may wish to list significant experience, interests & accomplishments gained while working as a volunteer or as a hobbyist which may further qualify you for the position you are seeking. Names of organizations which might indicate religion, race, etc. need not be mentioned.

EMPLOYMENT HISTORY: If more space is needed to include relevant work history, please include on a separate sheet in a similar format.

BEGIN WITH CURRENT OR MOST RECENT EMPLOYER: If currently employed, may we contact your employer? Yes No

Company Name _____ **Position Title** _____
Address _____ City _____ ST ____ Zip _____
Supervisor _____ Phone (____) ____ - _____ Salary: Beg _____ End _____
Dates of Employment: Beg ____ / ____ End ____ / ____ Reason for Leaving _____
Description of Duties, Skills, Accomplishments _____

Company Name _____ **Position Title** _____
Address _____ City _____ ST ____ Zip _____
Supervisor _____ Phone (____) ____ - _____ Salary: Beg _____ End _____
Dates of Employment: Beg ____ / ____ End ____ / ____ Reason for Leaving _____
Description of Duties, Skills, Accomplishments _____

Company Name _____ **Position Title** _____
Address _____ City _____ ST ____ Zip _____
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Company Name _____ **Position Title** _____
Address _____ City _____ ST ____ Zip _____
Supervisor _____ Phone (____) ____ - _____ Salary: Beg _____ End _____
Dates of Employment: Beg ____ / ____ End ____ / ____ Reason for Leaving _____
Description of Duties, Skills, Accomplishments _____

DO YOU HAVE HEAD START EXPERIENCE?

Parent Staff Volunteer Other _____

Area of Program:

Office Classroom Kitchen Maintenance

Briefly describe your Head Start experience:

COMPUTER KNOWLEDGE: Indicate the programs you have experience in, indicate length of time, and proficiency level.

| Program | Length of Use | Proficiency Level |
|--|---------------|-------------------|
| Microsoft Office-Word, Excel, Power Point, Publisher | | |
| Google Chrome | | |
| Data Tracking Software: _____ (name of program) | | |
| Other-Please list: | | |

Please list and describe your computer and technology skills. Provide detailed information on how you have implemented these skills in your previous places of employment.

SKILLS: Please list your relevant knowledge & skills, and briefly explain why you believe you are qualified for this position:

REFERENCES:

| NAME | ADDRESS | TELEPHONE | BUS | PERS |
|-------|---------|---------------------|--------------------------|--------------------------|
| _____ | _____ | ____ - ____ - _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | _____ | ____ - ____ - _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | _____ | ____ - ____ - _____ | <input type="checkbox"/> | <input type="checkbox"/> |

READ THIS SIGNATURE STATEMENT CAREFULLY: I certify that the information contained in this application is correct to the best of my knowledge. I understand that any mis-statement or omission of information may result in denial of employment or discharge. I authorize the employers and references listed above to provide you with any and all information concerning my previous employment, or other pertinent information, personal or otherwise, and hereby release these parties from liability for any damage that may result from furnishing truthful information to you.

Signature _____

Date ____ / ____ / ____

AFFIRMATIVE ACTION APPLICANT SURVEY
VOLUNTARY INFORMATION

We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

Title VII of the federal Civil Rights Act requires certain employers to solicit and keep records of applicant characteristics relevant to equal opportunity and affirmative action. The Montana Human Rights Act and other state and federal laws also require certain employers to track employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

This survey is voluntary—declining to compete it will not affect consideration of your application. This survey information will be separated from your application, kept confidential, and used only for statistical reports as may be required by federal or state law. Analysis of the information you and others provide will be used to evaluate our recruitments and selection processes.

Name _____ **Date of application** ____ / ____ / ____
Last First M.I.

Address _____ **City** _____ **State** ____ **Zip** _____

Gender: Male Female

Have you applied for a position with us in the past? Yes No

Are you a current or past employee of this organization? Yes No

Position you are applying for: _____

Referral Source- How did you first learn of this position?

Walk-In Newspaper Ad Internet Ad Postcard Private Employment Agency

Relative Internal Vacancy Notice Job Service Office/Website

Employee: _____

Other: _____

Race/Ethnic Identification:

Are you of Hispanic or Latino origin? Yes No

Please select one or more of the following racial categories:

American Indian or Alaska Native Asian White
 Black or African American Native Hawaiian or other Pacific Islander

Disability Status: Person with a disability (non-veteran) Veteran with a disability

Military Status: Please check the box that best describes your military status.

No Military Service Active Duty National Guard Reserve Retired Military
 Former Service(separated, not retired)

Vietnam Era Veteran? Yes No