

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** _____

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 _____

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