

CDI Head Start

Application for Employment - External Applicants Only

CDI Head Start is an equal opportunity employer. Applicants are considered without regard to race, color, religion, sex, age, disability or any other legally protected status. Equal access to employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or selection process should notify the Head Start/Early Head Start Program Director.

Position(s) Applying for: _____ Date: _____
 In order for CDI HS to accept applications there must be an advertised opening and the position(s) and for which the applicant is applying must be listed above.

Last Name	First Name	Middle Name
Street Address	City	State / Zip Code
Mailing Address	City	State / Zip Code
Phone Number	Mobile/Message/Other Phone	

Are you willing to provide fingerprints and consent, in writing, to disclosure of information concerning any prior criminal arrests, charges and/or convictions? Yes No

As required by federal law, we conduct a criminal background check for all applicants under immediate consideration for employment. A criminal record is not an automatic bar to employment. The relevancy of an arrest, pending criminal charge or conviction will be individually assessed.

Are you legally eligible for employment in this country? Yes No

Education:

	Name of Institution	Course of Study	Years Completed	Degree Received
High School				
College				
Graduate School				
Other (specify)				

How many years, cumulative, have you worked for Head Start or Early Head Start? _____

Describe any specialized training, apprenticeship or skills that will contribute to your success in the position: _____

Please list all languages which you speak and/or write. For each language, please state your level of proficiency in both speaking and writing (some/good/fluent): _____

Employment Experience:

List your previous employment starting with your present or most recent job. Military and volunteer positions may be listed.

Employer:	Dates of Employment	Job Title and Major Duties
Phone:		Okay to contact for reference? Yes _____ No _____
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Phone:		Okay to contact for reference? Yes _____ No _____

If you need additional space, please continue on a separate sheet of paper.

Other Qualifications:

Describe how you meet the qualifications listed for the position(s) you are applying for:

References:

Provide the names and telephone numbers of three references. The first two references must be familiar with your employment ability, and the third reference must be a personal reference.

1. _____
2. _____
3. _____

Are you a current or former Head Start or Early Head Start program participant (parent or child)?

Yes

No

Your signature below affirms that the information on this application is true to the best of your knowledge. False or misleading information is grounds for terminating employment.

Signature _____ Date _____