

Kickapoo Head Start

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Native American descent? YES NO Tribal Affiliation: _____ CDIB # _____

Have you ever worked for Kickapoo Tribe or Head Start? YES NO If yes, when? _____

Have you ever worked for any Head Start? YES NO If yes, when? _____ Position? _____

Explain your experience in group care of pre-school age children: _____

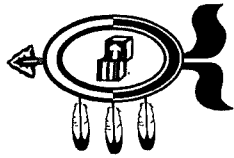
Please indicate any other languages you can speak, read, or write: _____

List any Licenses/Certificates held: _____

Have you ever been convicted or entered a plea of guilty or no contest to a violation or moral turpitude, child abuse, assault & battery, a violent crime or any other felony? YES NO

If yes, explain: _____

Are you required to register under the Sex Offenders Registration Act or Mary Rippy Violent Crime Offenders Registration Act? YES NO



Kickapoo Head Start

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

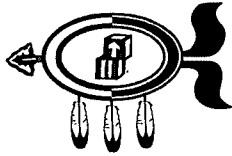
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO



Kickapoo Head Start

Company: _____ Phone: _____
 Address: _____ Supervisor: _____
 Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
 Address: _____ Supervisor: _____
 Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

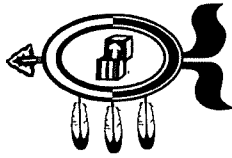
Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

The Kickapoo Head Start is an equal opportunity employment company. We are dedicated to a policy of nondiscrimination in employment on any basis including race, creed, color, age, sex, religion, national origin or physical handicap, provided, however, preferences and opportunities for training and employment in connection with the administration of such federal contracts or grants shall be given to Indians in accordance with section 7 (b) of the Indian Self-Determination Act.

The Kickapoo Head Start adheres to a drug-free workplace. Implementation of this policy is governed by the regulations of the Drug-Free Workplace Act of 1988, 45 CFR, Part 76, Subpart F. I hereby authorize and request any and all of my former employers and other persons, firm, or corporation to furnish any and all information concerning my personal background, and I hereby release each such employer or other person, firm or corporation from any and all liability by reason of furnishing the requested information.



Kickapoo Head Start

I understand that in connection with this application, an investigative report may be requested whereby information is obtained through personal interviews with any neighbors, friends, or associates or with others with whom I am acquainted or who may have knowledge with respect to my character, general reputation, personal characteristics and model of living, and hereby authorize the procurement of any such report.

I understand that, upon my request, I have the right to know if any such report was requested and, if so, the name and address of the reporting agencies that furnished such report.

I also understand that I have the right to receive a complete and accurate disclosure of the nature and scope of the information requested if I request such disclosure within a reasonable period of time.

I understand that if employed:

- 1) Any misrepresentation or omission of facts requested in this application is cause for dismissal, and*
- 2) My employment is for no definite period and I may, regardless of the state of payment of my wages and salary, be terminated at any time without prior notice.*

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

This area is to be completed by Head Start Staff after the applicant is hired.

Date(s) of employment at this facility: _____ Employee's Birthday: _____

Assigned Position: _____

Director's Signature

Date