



Initial 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.(optional): _____ Center Location: _____

Position Applied for: _____

Are you a past / current Head Start parent? YES NO Language Ability : _____ Speak Read Write

Have you ever worked for this company? YES NO Other languages? _____

Have you been convicted of a crime in the last 10 years? YES NO Do you have a valid Driver's License? YES NO

If yes, explain: _____

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: _____

Disclaimer and Signature

I certify that all information I have provided, in order to apply for and secure work with CESA 11, is true and complete to the best of my knowledge. I expressly authorize, without reservation, the employer, its representatives, employees, or agents, to contact and obtain information from all references, employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering, and using such information in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment, and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

Acceptance, retention, or review of this application for employment by CESA 11, does not guarantee that an applicant will be offered a job. Any misrepresentation or willful omission of facts by the applicant on this application will constitute sufficient cause to disqualify the applicant or immediately terminate the applicant's employment, whenever it is discovered.

I also understand that if I am hired, I will be required to provide proof of 1)degree/certifications held, 2)other qualifications required, and 3)identity and legal authority to work in the United States and that federal immigration laws require me to complete and I-9 Form in this regard.

CESA 11 Head Start may require a follow up application, professional references, work history, and interview to move forward with employment. Reference checks and background checks are required for employment.

In compliance with Head Start Performance Standard 1302.90(b)(1) through (5), Wisconsin State Day Care Licensing DCF 250.05(2)(b), and 13.03(1) through 2(b) and 13.06(1)(a) through (4)(b)(2) of the Wisconsin Administrative Code and the 2009 Wisconsin Act 76, prior to hire and every five (5) years thereafter, completion of state or tribal criminal history records, including fingerprinting; Federal Bureau of Investigation criminal history records, including fingerprinting; Child abuse and neglect state registry check; and Sex offender registry check will be conducted, along with an annual name-based background check conducted by the Wisconsin Department of Children and Families.

I certify that I have read, fully understand, and accept the terms of the above statements. By entering my name below, I acknowledge that by doing so my signature will legally bind me to the above information.

Signature: _____ Date: _____

Employment References:

1)

Name (first, last)

Profession/Company

Email

Phone number

2)

Name (first, last)

Profession/Company

Email

Phone number

3)

Name (first, last)

Profession/Company

Email

Phone number