



# Mountainland Head Start, Inc.

264 West 300 North Provo, Utah 84601

Fax (801) 375-8036

[www.mountainlandheadstart.org](http://www.mountainlandheadstart.org)

## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION (Please Print)

Date \_\_\_\_\_

Name _____			
LAST	FIRST	MIDDLE	
Address _____			
STREET	CITY	STATE	ZIP
Telephone No. ( _____ ) _____			

### EMPLOYMENT INFORMATION

Position Desired _____	Date You Can Start _____	Salary Desired _____
Type of employment desired: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Substitute		
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Are you a current or former Head Start parent?
<input type="checkbox"/>	<input type="checkbox"/>	Are you fluent in a second language? If yes, please list language: _____
<input type="checkbox"/>	<input type="checkbox"/>	Are you legally authorized to work in the United States?
<input type="checkbox"/>	<input type="checkbox"/>	Are you 18 years of age or older?
<input type="checkbox"/>	<input type="checkbox"/>	Are you related to any Mountainland Head Start employees, Policy Council or Board Members? If yes, list names and relationships: _____

### EDUCATION/TRAINING

EDUCATION	SCHOOL NAME & LOCATION	DEGREE RECEIVED	MAJOR/MINOR
High School			
College			
Graduate			
Other			

If applying for bus driver: Driver's License No. \_\_\_\_\_ Type \_\_\_\_\_

**MOUNTAINLAND HEAD START, INC. IS AN EQUAL OPPORTUNITY EMPLOYER** and does not discriminate in employment actions based on race, color, religion, sex, national origin, age, disability, or genetic information.

**EMPLOYMENT EXPERIENCE** (Please list below your last three employers, starting with current or most recent.)

<p>1. _____ ( ) _____ EMPLOYER TELEPHONE</p> <p>_____ ADDRESS</p> <p>_____ JOB TITLE</p> <p>_____ SUPERVISOR</p> <p>_____ SALARY</p> <p>_____ DATES WORKED FROM</p> <p>_____ TO _____</p> <p>_____ REASON FOR LEAVING</p>	<p>Work Performed</p>
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<p>2. _____ ( ) _____ EMPLOYER TELEPHONE</p> <p>_____ ADDRESS</p> <p>_____ JOB TITLE</p> <p>_____ SUPERVISOR</p> <p>_____ SALARY</p> <p>_____ DATES WORKED FROM</p> <p>_____ TO _____</p> <p>_____ REASON FOR LEAVING</p>	<p>Work Performed</p>
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<p>3. _____ ( ) _____ EMPLOYER TELEPHONE</p> <p>_____ ADDRESS</p> <p>_____ JOB TITLE</p> <p>_____ SUPERVISOR</p> <p>_____ SALARY</p> <p>_____ DATES WORKED FROM</p> <p>_____ TO _____</p> <p>_____ REASON FOR LEAVING</p>	<p>Work Performed</p>
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**OTHER INFORMATION** (Summarize special skills and other information that may relate to the job position.)

Empty box with horizontal lines for writing other information.

**REFERENCES** (List three professional references who are not related to you.)

Table with 4 columns: NAME, ADDRESS, TELEPHONE #, POSITION/OCCUPATION. Rows 1, 2, 3.

**DECLARATION OF EMPLOYMENT CONDITIONS, INFORMED CONSENT AND RELEASE OF LIABILITY**

Large text area containing 9 numbered paragraphs of legal declarations and signature lines for Signature, Date, and Signature of Witness.

**DECLARATION OF CRIMINAL HISTORY** (This information will be kept confidential.)

Federal policies now require that Head Start agencies require all prospective employees to sign a declaration prior to employment which lists:

- (1) All pending and prior criminal arrests and charges related to child sexual abuse and their disposition;
- (2) Convictions related to other forms of child abuse and/or neglect; and
- (3) All convictions of violent felonies.

This declaration may exclude:

- Any offense (except any offense related to child abuse and/or child sexual abuse or violent felonies) committed before the prospective employee's 18th birthday, which was finally adjudicated in a juvenile court or under a youth offender law;
- Any conviction for which the record has been expunged under Federal or State law; and
- Any conviction set aside under the Federal Youth Corrections Act or similar State authority.

A declaration, through this form, that you have been arrested, charged with or convicted of any of the offenses listed above does not automatically disqualify you from being hired. Mountainland Head Start will review each case to assess the relevance of an arrest, charge or conviction to a hiring decision.

- No, I have not been arrested, charged and/or convicted on one or more of the three types of offenses listed above.
- Yes, I have been arrested, charged and/or convicted on one or more of the three types of offenses listed above.

If so, please attach information listing offense(s), the date(s) of the arrest, charge and/or convictions, and other relevant information.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Interviewed? If yes, list date: _____
<input type="checkbox"/>	<input type="checkbox"/>	Offered Job? If yes, list position: _____
<input type="checkbox"/>	<input type="checkbox"/>	Accepted? If yes, list date: _____
Hours: _____		
Hourly Rate: _____		
Beginning Date: _____		
Comments: _____		
Route to: Executive Director _____ Component Director _____ Coordinator _____ Fiscal Officer _____ Exec Asst _____		
	Initials	Initials Initials Initials Initials