



**TWO RIVERS HEAD START AGENCY
A COMMUNITY ACTION AGENCY**

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION:

Name _____
Present Address _____ City, State, Zip _____ / _____ / _____
Home Telephone _____ Cell Phone (Optional) _____

EMPLOYMENT DESIRED:

Position Desired _____ When could you start? _____ Salary Desired _____
Employed Now? _____ Yes _____ No Have you applied to Two Rivers before? _____ Yes _____ No Date _____
Did a current Two Rivers Head Start Agency employee refer you to us? _____ Yes _____ No If so, who? _____
Are you a current or former Head Start parent? _____ Yes _____ No
Other positions you would consider: _____

EDUCATION:

Highest Level Completed: (Please Circle) High School: 9 10 11 12 College: 13 14 15 16 17 18 19
Able to provide documentation of GED/High School graduation? _____ Yes _____ No
Trade, business or other special training and skills? _____

If applying for a bus driver position, are you able to provide documentation of _____ CDL and/or _____ Bus Permit?
College Degree and/or Field of Specialization _____
Office machines with which you are familiar with _____
Indicate any foreign language(s) you can speak/write fluently _____

EMPLOYMENT EXPERIENCE: (LIST MOST RECENT FIRST)

Employer _____ Address _____
Position _____ Duties _____
Employment Dates _____ Salary _____ Reason for Leaving _____
=====

Employer _____ Address _____
Position _____ Duties _____
Employment Dates _____ Salary _____ Reason for Leaving _____
=====

Employer _____ Address _____
Position _____ Duties _____
Employment Dates _____ Salary _____ Reason for Leaving _____

REFERENCES (PROFESSIONAL):

Name _____ Address _____
Company _____ Telephone _____ Years Acquainted _____
Name _____ Address _____
Company _____ Telephone _____ Years Acquainted _____
Name _____ Address _____
Company _____ Telephone _____ Years Acquainted _____

MISCELLANEOUS:

May we contact your references? _____

Volunteer Experience _____

Comments _____

I hereby certify that all information given in this application is true and complete to the best of my ability. I understand that misrepresentation or omission of facts may be cause for dismissal. I authorize Two Rivers Head Start Agency to investigate all information provided on this form.

EQUAL OPPORTUNITY POLICY

It is the policy of Two Rivers Head Start Agency to afford equal opportunity regardless of race, religion, color, national origin or sex. Further, all applicable laws relating to age, marital status, and handicap discrimination will be strictly adhered. This policy of Equal Opportunity applies to all aspects of the employment relationship. In accordance with Company policy and applicable law, Two Rivers Head Start Agency maintains an Affirmative Action Program with respect to its Equal Employment objectives. Questions concerning Equal Employment Opportunity or Affirmative Action should be referred to the EEO Officer.

Signature of Applicant _____ Date _____

FOR AGENCY USE ONLY

M F 1 2 3 4 5

Interviewed By: _____ Date _____

Neatness _____ Personality _____ Attitude _____

Skills _____

Meets Entry Requirement _____

Comments _____

Office Location _____ Position _____ Salary _____

Starting Date _____ Resume on File? _____ Yes _____ No _____

EEO Officer's Signature _____ **Date** _____

P.S. 1304.52 (b) (1) & (2)

TWO RIVERS HEAD START AGENCY • 1661 Landmark Road • Aurora, IL 60506 • (630) 264-1444 • 1-800-847-9010 • Fax (630) 264-1151 • <http://www.trhsa.org> • www.trhsa.org • Email: tworivers@trhsa.org • Equal Employment Opportunity Employer