



**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](mailto:tworivers@trhsa.org) • Equal Employment Opportunity Employer**