



APPLICATION FOR EMPLOYMENT

Two Rivers Head Start Agency
1661 Landmark Road ~ Aurora ~ Illinois ~ 60506
Phone: (800) 847-9010 Fax: (630) 264-1109
www.trhsa.org

PERSONAL INFORMATION

First Name: _____ Last Name: _____ MI: _____
Present Address: _____ City: _____ State: _____ Zip: _____
Primary Telephone: _____ Secondary Telephone: _____

EMPLOYMENT INFORMATION

Position Desired: _____ Other Positions you would consider: _____
Currently Employed: Yes No When could you start: _____ Salary Desired: _____
Are or were you a Head Start Parent: Yes No Have you applied before or are you a former employee: Yes No
How did you find us: Agency Website Career builder/Internet Referral, by who? _____ Other _____
Are you related to anyone currently employed or serving on Policy Council/Board: Yes No If Yes, who? _____
Can you provide proof of eligibility & legal authority to work in the United States, if a job offer is made: Yes No

EDUCATION

Highest Level Completed: (Please Circle) High School: 9 10 11 12 College: 13 14 15 16 17 18 19+
Are you able to provide proof or educational attainment such as transcripts, diploma, or certificates? Yes No
Degree/Major: _____ If applying for a Teaching Position, do you have at least 30 semester hours of ECE? Yes No
Trade, business, certifications or other specialized training/skills: _____
If applying for a Bus Driving position, do you have a valid CDL? Yes No A valid School Bus Permit? Yes No
Computer applications/programs or Office machines you are familiar with: _____
Indicate any foreign language(s) you are able to communicate in and your proficiency: _____

EMPLOYMENT EXPERIENCE: (LIST MOST RECENT FIRST)

Employer: _____ Address: _____
Position: _____ Duties: _____
Employment Dates: _____ Reason for Separation: _____ Salary: _____

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APPLICATION FOR EMPLOYMENT (CONT.)

REFERENCES: (PROFESSIONAL)

Name: _____ Telephone: (Required) _____
 Address: _____ City: _____ State: _____ Zip: _____
 Company: _____ Year Acquainted/Known: _____

Name: _____ Telephone: (Required) _____
 Address: _____ City: _____ State: _____ Zip: _____
 Company: _____ Year Acquainted/Known: _____

Name: _____ Telephone: (Required) _____
 Address: _____ City: _____ State: _____ Zip: _____
 Company: _____ Year Acquainted/Known: _____

MISCELLANEOUS

Please list any volunteer experience relative to the position you are applying for: _____
 Comments or additional information you would like to share: _____

EQUAL EMPLOYMENT 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.

APPLICANT ACKNOWLEDGEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as many times necessary in arriving at an employment decision. I authorize Two Rivers Head Start Agency to contact my previous/current employers and/or any references listed. This application for employment shall be considered active for a period of time *not* to exceed one (1) year. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Two Rivers Head Start is of an "at will" nature, which means that the employee may resign at any time and the agency may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such changes specifically acknowledged in writing by an authorized executive of the agency. Employment offer may be made contingent to applicant passing a job-related physical exam including TB test, pre-employment drug test, and a Department of Justice fingerprint clearance or exemption and receipt of a photo I.D. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also that I am required to abide by all rules and regulations of the employer.

APPLIANT SIGNATURE: _____ **DATE:** _____

FOR OFFICE USE ONLY

INITIAL INTERVIEW

Interviewed By: _____ Date: _____
 Overall Rating: 1 2 3 4 5 Comments: _____
 Neatness: _____ Personality: _____ Attitude: _____ Skills: _____
 Meets Entry Requirements: Yes No ECE credits, If applicable: _____

CENTER/SECOND INTERVIEW

Interviewed By: _____ Date: _____
 Overall Rating: 1 2 3 4 5 Comments: _____
 Neatness: _____ Personality: _____ Attitude: _____ Skills: _____
 RECOMMENDED FOR HIRE NOT RECOMMENDED FOR HIRE

Position Offered: _____ Center: _____ Date: _____ Salary Offered: _____
 Accepted or Declined Offer: _____ Date of Hire: _____
 EEO Officers Signature: _____ Date: _____