

APPLICATION FOR EMPLOYMENT

HEAD START

Date _____

NAME: _____

Last

First

Middle

Other

ADDRESS: _____

City

State

Zip

PHONE: _____

Home

Business

Message

POSITION FOR WHICH YOU ARE APPLYING: _____

Position title

Department

STARTING SALARY DESIRED: _____

ARE YOU AVAILABLE FOR WORK IN ANY SECTION
OF MONTEREY COUNTY? _____

COMPLETE THE FOLLOWING, IF JOB-RELATED.

TYPING SPEED: Tested: _____ Estimated: _____ SHORTHAND SPEED: Tested: _____ Estimated: _____

Are you able to communicate in any language other than English? Yes _____ No _____ If yes, indicate language(s) and degree of ability to communicate.

Language	Speak	Read	Write	Understand

OTHER QUALIFICATIONS: _____

Do you have a valid driver's license? _____ From what state? _____ Number _____

Have you ever been convicted by a court for any offense except minor traffic violations? If so, explain and include dates.

Having reviewed the job description(s) for the position(s) for which you are applying, are you capable of performing the essential functions of the position(s) with or without reasonable accommodation?

Yes _____ No _____

I understand that I will be required to be fingerprinted and, in accordance with Assembly Bill 1610 and Education 45125.1, will not be able to begin work until after my fingerprints have been cleared by the Department of Justice.

Initials _____

EDUCATIONAL AND PROFESSIONAL TRAINING

Name & address of High Schools, Colleges, or Universities	Major subjects and degrees, if any	Years attended	Graduated		Semester Units Completed
			Yes	No	

EXPERIENCE: Begin with your most recent experience. List all experience in the last five years, including U.S. Military Service. Give details on the experience which you believe meet the requirements for this position. Go back more than five years, if necessary. Also, list any volunteer experience which you feel helps you meet the requirements of the position for which you are applying. Show actual time (number of hours/day; number of hours/week) spent in such experience with "volunteer in the space marked last salary. If more space is needed, attach a separate sheet to this form.

Period of employment	Job title and most important duties performed	Name, address, & phone number of previous employers and supervisors
From _____ To _____ ____/____/____ ____/____/____ Total ____Yr. ____Mo. Full-time ? Part-time ? Hours per week: _____	Title: _____ Last Salary: _____ Duties: _____	Reason for leaving: _____
From _____ To _____ ____/____/____ ____/____/____ Total ____Yr. ____Mo. Full-time ? Part-time ? Hours per week: _____	Title: _____ Last Salary: _____ Duties: _____	Reason for leaving: _____
From _____ To _____ ____/____/____ ____/____/____ Total ____Yr. ____Mo. Full-time ? Part-time ? Hours per week: _____	Title: _____ Last Salary: _____ Duties: _____	Reason for leaving: _____
From _____ To _____ ____/____/____ ____/____/____ Total ____Yr. ____Mo. Full-time ? Part-time ? Hours per week: _____	Title: _____ Last Salary: _____ Duties: _____	Reason for leaving: _____
From _____ To _____ ____/____/____ ____/____/____ Total ____Yr. ____Mo. Full-time ? Part-time ? Hours per week: _____	Title: _____ Last Salary: _____ Duties: _____	Reason for leaving: _____

List three references. (Do not list current or previous employers or relatives)

Name	Occupation	Address and phone number	Yrs. known

I hereby certify that the statements in this application are true and complete and authorized investigation of all statements herein recorded. I release from all liability persons and organization reporting information required by this application.

Applicant's signature: _____ Date: _____

Monterey County Office of Education
Declaration of Prospective Employees for the
HEAD START PROGRAM

Name of prospective employee:

Federal regulations now require that Head Start agencies require all prospective employees sign (prior to employment) the following declaration 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.

These declarations may exclude:

- Any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies committed before the prospective employees 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.

NOTE: Individuals who declare, through this form, that they have been arrested, charged with or convicted of any of the offenses listed above are not automatically disqualified from being hired. Head Start agencies must review each case to assess the relevance of an arrest, charge or conviction to a hiring decision.

Please provide your signature in the appropriate category below:

I **have not** been arrested, charged and/or convicted on one or more of the three types of offenses listed above.

Signature

Date

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 the offense(s), date(s) or the arrest, charge, and/or conviction and other relevant information.

Signature

Date

MONTEREY COUNTY OFFICE OF EDUCATION
Human Resources Department

AUTHORIZATION TO RELEASE INFORMATION

It is the policy of the Monterey County Office of Education to conduct reference checks for all candidates for employment. Reference checking is conducted after the interview portion of the selection procedure, and three references are normally obtained before the candidate is offered employment.

Your signature below indicates your agreement with and acknowledgement of the following:

As an applicant for an employment position with the Monterey County Office of Education, I authorize my current and past employer and current and past work associates, including, but not limited to supervisor, colleagues, and subordinates, to release to the Monterey County Office of Education any reference and employment information in my personnel records or file (e.g. applications for employment, time/vacation records, performance evaluations), academic records (e.g. transcripts, certificates, credentials, etc.), and information related to my work and my work-related personal characteristics (e.g. my character, dependability, honesty, integrity, ability to work under pressure, interpersonal skills, general physical ability, if relevant to the job, and reputation among co-workers).

I expressly and without reservation waive my right to review the information collected in the reference checks.

The Monterey County Office of Education will maintain reference information in strictest confidence and solely for the purposes of the recruitment of the position for which I have applied. Information obtained during reference checks will not be provided to any one outside the selection process.

A photocopy or fax of this signed Authorization is to be considered valid as an original.

IN EXECUTING THIS AUTHORIZATION I FULLY WAIVE ALL CLAIMS AND COMPLETELY RELEASE ALL PRESENT AND PAST EMPLOYERS AND THEIR EMPLOYEES, AND FORMER EMPLOYEES, THE MONTEREY COUNTY OFFICE OF EDUCATION AND ITS EMPLOYEES, AND ALL OTHER PERSONS AND ENTITIES FROM LIABILITY FOR ANY DAMAGE, TO THE FULL EXTENT ALLOWED BY LAW, INCLUDING LIABILITY UNDER CALIFORNIA CIVIL CODE SECTIONS 45 AND 46 AND CALIFORNIA LABOR CODE SECTIONS 1050-1054, OR ANY SIMILAR LAWS OF OTHER STATES OR POLITICAL ENTITIES, WHICH MAY RESULT FROM FURNISHING INFORMATION WHICH I AM CONSENTING AND PERMITTING TO BE RELEASED BY WAY OF THIS AUTHORIZATION.

I HAVE CAREFULLY READ AND UNDERSTAND ALL OF THE PROVISIONS OF THIS AUTHORIZATION, AND HAVE VOLUNTARILY AND WITHOUT COERCION OR DURESS AGREED TO AND SIGNED THIS AUTHORIZATION IN COMPLIANCE WITH CIVIL CODE SECTION 1668 AS INTERPRETED BY THE COURTS. THIS RELEASE DOES NOT RELEASE CLAIMS AGAINST ANYONE BASED ON HIS/HER OWN FRAUD OR WILLFUL INJURY OR VIOLATION OF THE LAW TO THE EXTENT REQUIRED BY APPLICABLE LAW.

Candidate's Full Name (Please Print)

Other Last Names You Have Used (if any)

Candidate's Signature

Date