



Employment Application

An Equal Opportunity Employer

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Are you related to anyone who works here or anyone on the Board of Directors or the Head Start Policy Council? YES NO Head Start and Early Head Start applicants only, are you a current or former Head Start/Early Head Start Parent? YES NO

Education

Did you either graduate from High School or earn a High School Equivalency (GED, HiSET, etc.)? YES NO

College: _____ Degree: None AA/AS BA/BS MA/MS+ Major: _____

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References

Full Name: _____ Relationship: _____

Address: _____ Phone: _____

Full Name: _____ Relationship: _____

Address: _____ Phone: _____

Previous Employment

Company: _____ Phone: _____

Address: _____

Job Title: _____ Pay Per Hour: \$ _____

Responsibilities:

From: _____ To: _____ Supervisor: _____

Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____

Job Title: _____ Pay Per Hour: \$ _____

Responsibilities:

From: _____ To: _____ Supervisor: _____

Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____

Job Title: _____ Pay Per Hour: \$ _____

Responsibilities:

From: _____ To: _____ Supervisor: _____

Reason for Leaving: _____

Other Relevant Experience

What other experience or training do you have relevant to this position that you would like us to know about?

Acknowledgement and Signature

By completing this application for employment, I acknowledge that I understand the following:

1. Community Action of Eastern Iowa does not send letters to notify applicants that a position has been filled unless the applicant has been offered an interview.
2. I hereby give Community Action of Eastern Iowa permission to contact current or previous employers or supervisors as well as the listed references, and hereby release Community Action of Eastern Iowa from any liability now or in the future as a result of such contact.
3. I acknowledge and understand that a criminal background screening will be completed upon conditional hire, which may include fingerprinting, child and dependent abuse registry, and driver check depending on the position requirements, state law, and child care licensing requirements. A criminal history does not constitute an automatic bar to employment. Factors such as the date of the offense, seriousness of the nature of the violation and the position applied for will be taken into account.
4. I acknowledge that I may be required to complete a physical exam or complete other medical screenings for certain positions, and that employment is based upon my ability to perform the essential functions of the position with or without accommodation.
5. I understand that my employment may be terminated with or without cause and with or without notice at any time. Community Action of Eastern Iowa is an at-will employer. I understand that no one other than the Executive Director of Community Action of Eastern Iowa has any authority to enter into any agreement for employment or make any agreement to the foregoing.
6. I declare that all information provided in this application is true and accurate. I understand that misrepresentation or omission of facts is cause for disqualification from employment or dismissal after hire at any time without previous notice. I authorize investigation of any and all information contained in the application.

Signature: _____ Date: _____