

United Community Action Program, Inc. / UCAP Head Start

501 6th Street, Pawnee, OK 74058

Email: hr@ucapinc.org Phone:(918) 762-2561 x147 Fax: (918) 762-3463

Application for Employment

As an Equal Opportunity Employer, this organization does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or veteran status. All information provided in this application will be treated confidentially and will be used only to help ensure the best use of your abilities if employed by us.

Print Clearly / Complete Fully

Location: _____ Position applied for: _____ Date of application: _____

How were you referred to us? Newspaper ad School On my own
 Current employee Agency Other _____

Name _____ Email _____

Address

Number Street City State Zip Code

Home Phone _____ Cell Phone _____
(Area Code) Number (Area Code) Number

Is there an alternate number we can call to reach someone that can contact you? _____
(Area Code) Number

Do you wish to work: Full-time Part-time Temporary If part-time, specify hours or days: _____

What is your minimum weekly salary requirement? _____ Dates available for work: _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you previously applied for employment here? Yes No If yes, when? _____

Has this company previously employed you? Yes No If yes, when? _____

Are any of your relatives employed here? Yes No If yes, please list name(s) and department(s): _____

Are you a United States citizen? Yes No If no, are you prevented from becoming lawfully employed in this country because of visa or immigration status? Yes No
(Proof of citizenship or immigration status will be required upon employment.)

Are you able to perform the essential functions of the job for which you are applying? Yes No

• Education	Name and Location of School	No. of Years Attended	Did you graduate?	Subjects Studied
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Grammar School

High School

College

Trade, Business or Correspondence School

- The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

United Community Action Program, Inc. FAX Number (918) 762-3463

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- **General**

Subjects of Special Study or Research Work _____

US Military or
Naval Service

Rank

Present Membership in
National Guard or Reserves

- **Former Employers** (List below last four employers, starting with the last one first.)

Date Month / Year	Name, Address, Phone Number of Employer	Salary	Position	Reason for Leaving
From _____				
To _____				
From _____				
To _____				
From _____				
To _____				
From _____				
To _____				

- **References** (Please Provide Names of Two Professional and One Personal Reference)

Name	Address & Phone Number	Business	Years Acquainted
1. _____			
2. _____			
3. _____			

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PRIOR NOTICE."

Signature

Date

United Community Action Program Head Star-Early Head Start

Declaration Form for Prospective Employees

Title 10 O.S. Section 404.1 requires all Child Care facilities to obtain a Criminal History Record check on all prospective employees from the Oklahoma State Bureau of Investigation. Such check shall include, but is not limited to:

- All pending and prior criminal arrests and charges related to child sexual abuse and their dispositions;
- Convictions related to other forms of child abuse and/or neglect; and
- All conviction of violent felonies.

The declarations may exclude:

- Any offense, other than any related to child abuse and/or child sexual abuse or violent felonies committed before the prospective employee's 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 and State law; and
- Any conviction set aside under the Federal Youth Corrections Act or similar State authority.

Note that individuals who declare through their form that they have been arrested, charged, or convicted, are not automatically disqualified from being employed. Each individual case is reviewed to assess the relevance of an arrest, charge, or conviction to regulatory laws, job position, and responsibilities.

Please provide your signature on the appropriate category below:

I HAVE NOT BEEN arrested, charges, and/or convicted on one or more criminal offenses which may make me ineligible for employment in a child care facility.

Signature

Date

I HAVE BEEN arrested, charged, and/or convicted on one or more criminal offenses which may make me ineligible for employment in a child care facility.

If so, please attach information listing the offense(s), the date(s) of arrest, charge, and/or conviction, and other relevant information.

Signature

Date

IMPORTANT: United Community Action Program Head Start will take the necessary steps to assure the confidentiality of this form.

Reference Check for employment: (please print)

Employee Name: _____

Center / Location: _____

Persons related to you should not be used as a reference.

We need two Professional references:

1.

Name:

Email Address:

Phone:

2.

Name:

Email Address:

Phone:

We also need one Personal Reference:

1.

Name:

Email Address:

Phone:

Please be sure to contact your references and let them know you have listed them as a reference.