

SOUTHERN UTAH UNIVERSITY HEAD START



SUU HEAD START
Human Resource Manager
2390 West Highway 56 #1
Cedar City, UT 84720
435-586-6070
Fax: 435-586-5232

HOURLY STAFF APPLICATION

Date: _____

Position you are applying for: _____

Full Name: _____

Mailing Address: _____ City/State/Zip: _____

Street Address: _____ City/State/Zip: _____

Phone# Home: _____ Business: _____ SS# _____

Birthdate: _____ Drivers License # _____

Employment Desired: Full Time Part Time

If hired, on what date will you be available to begin work? _____

Have you had previous experience with Head Start? _____

Employee Head Start Parent Volunteer

List previous experience with low-income children and/or families:

List previous experience with children with disabilities:

Skills related to this position that you possess:

Are you presently employed? Yes No Are you presently attending college? Yes No

EDUCATIONAL HISTORY

| School | Name & City | Major | Yrs Attended | Yr Graduated | Degree |
|-----------------|-------------|-------|--------------|--------------|--------|
| High School/GED | | | | | |
| College | | | | | |
| Other | | | | | |

EMPLOYMENT EXPERIENCE

(Begin with your current or most recent employer.)

| Dates From To | Name and Address of Employer | Position Title and Duties | Reason for Leaving |
|-----------------------|---------------------------------|------------------------------|--------------------|
| | | | |
| Supervisor: Phone: | | | |
| Dates From To | Name and Address of Employer | Position Title and Duties | Reason for Leaving |
| | | | |
| Supervisor: Phone: | | | |
| Dates From To | Name and Address of Employer | Position Title and Duties | Reason for Leaving |
| | | | |
| Supervisor: Phone: | | | |

REFERENCES

(List persons not related to you.)

| Name | Address | Phone # | How Known |
|------|---------|---------|-----------|
| | | | |
| | | | |
| | | | |

CONVICTIONS

Have you been convicted of a felony? Yes No If yes, please explain.
When _____ Where _____ Final Disposition _____

Have you ever been convicted of a Class A misdemeanor? Yes No
If yes, please explain.
When _____ Where _____ Final Disposition _____

Most convictions will not automatically disqualify job candidates. The seriousness of the offense, its relationship to the job and date of conviction will be considered. A background check will be completed before you can begin working, if hired.

APPLICANT'S AGREEMENT

I hereby authorize SUU Head Start to inquire as to my record with any or all of my former employers with the exception of _____, and understand SUU Head Start will suffer no liability as the result of such inquiries. I hereby guarantee the correctness of statements above. Also by signing this form, I authorize the Utah Bureau of Criminal Identification (BCI) to access and review state and federal criminal history records and make reasonable efforts to determine whether I have been convicted of, or are under pending indictment for, a crime that bears upon my fitness to be employed or volunteer for a position of trust over children, vulnerable adults or persons with disabilities and convey that determination to the qualified entity. Utah BCI shall make reasonable efforts to respond to the inquiry within 15 business days.

I do hereby release Utah BCI, all persons, organizations, or government agencies, from any damages of, or resulting from, furnishing such information.

I have read and understood the foregoing and my certification is true and correct to the best of my knowledge and belief.

Applicant's Signature: _____

Date: _____