

Plaza de la Raza Child Development Services, Inc.

13300 Crossroads Parkway N., #440, City of Industry, CA 91746

Tel. (562) 776-1301 / Fax (562) 776-8712

Email: www.plazadelaraza.info



Employment Application

Today's Date: _____

Position Applying For: _____

How did you learn about this position? _____

Applicant Information

Name: _____ Other names used: _____

Address: _____ City: _____ Zip: _____

Day-Time Tel. No.: _____ Evening Tel. No.: _____

E-mail Address: _____

Social Security No.: _____ CA Driver's License No.: _____

Language Ability

English: Speak Write

Spanish: Speak Write

Other: _____ Speak Write

References

List personal references (not relatives) that have known you for a minimum of five (5) years:

<i>Name</i>	<i>Occupation</i>	<i>Address</i>	<i>Phone Number</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

1. Are you related to any Plaza employee, board member and/or parent from the Policy Committee?

Yes No

If yes, please indicate his/her name and relationship:

Name: _____ Relationship: _____

2. Are you a current or former Head Start parent? Yes No

If yes, please indicate the name of the program and the year your child was enrolled:

Program Name: _____ Year: _____

3. Have you ever worked for this Agency? Yes No

If yes, in what capacity? _____

Location: _____

4. What office machines can you operate? _____

What computer software programs do you know? _____

Education and Certifications

Name of High School: _____

Address: _____

Highest Grade Completed: _____ Diploma: Yes No GED: Yes No

<u>Type of Degree</u>	<u>Major</u>	<u>Name of Institution</u>	<u>Date Degree Awarded</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of Early Childhood Education units: _____ Number of General Education units: _____

Are you currently taking classes or enrolled in school? Yes No

Name of Institution: _____

Name of Course(s): _____

List credentials, certificates, licenses, or permits you hold:

<u>Type of Credential/License</u>	<u>Credential/License No.</u>	<u>Expiration Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

* Official transcripts indicating your entire college education must be submitted with your employment application.

Work History

List most recent position first. Indicate all work experience for at least the last ten (10) years. If you have worked in multiple positions at the same company, please list each position separately. Attach additional pages if necessary.

Do you give permission for us to contact your current employer? Yes No

Company Name: _____ From _____ To _____

Company Address: _____ Month/Year Month/Year

Position: _____

Job Description: _____

Name of Supervisor: _____ Title of Supervisor: _____

Telephone: _____

Email Address: _____

Specify reason for leaving: _____

Company Name: _____ From _____ To _____

Company Address: _____ Month/Year Month/Year

Position: _____

Job Description: _____

Name of Supervisor: _____ Title of Supervisor: _____

Telephone: _____

Email Address: _____

Specify reason for leaving: _____

Company Name: _____ From _____ To _____

Company Address: _____ Month/Year Month/Year

Position: _____

Job Description: _____

Name of Supervisor: _____ Title of Supervisor: _____

Telephone: _____

Email Address: _____

Specify reason for leaving: _____

Personal Statement

Write a brief explanation to describe why you are qualified for this position. Write about your experience, knowledge, skills, and abilities in relation to this position.

Criminal Record Check Authorization

The successful clearance of a criminal record check is required by all persons associated with this agency prior to employment not before a conditional offer has been made. By signing this employment application you are authorizing the agency without further notice to conduct all necessary criminal record checks. These background checks may include but not limited to FBI, Department of Justice and Child Abuse Index.

I declare under penalty of perjury that I have read and understand the information contained in this affidavit and that my responses and accompanying attachments are true and correct. Any deliberately false statement will result in my disqualification for consideration for employment or discharge by the agency.

Signature

County Where Signed

Date

Reference Check Authorization

Employment with Plaza de la Raza Child Development Services, Inc. is contingent upon Policy Committee approval, ability to meet medical standards, criminal record clearance and other requirements applicable to the position desired. Until all employment procedures are satisfied, any offers of employment are conditional and preliminary and may be withdrawn at any time.

The information I have provided in this employment application is true, and correct and complete. False, incomplete or misrepresented information of any kind will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the employer to contact and obtain information about me from previous employers, educational institutions and references I provided, and any other parties necessary to verify the accuracy of information I disclosed in this application, a related employment resume or personal interview. To assist in the processing of my application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

This application is not an employment agreement. If I accept an offer of employment, I understand I may resign at any time, and the employer may terminate my employment at any time with cause and due notice, unless required by law. I understand that no one has authority to enter into any employment agreement with terms contrary to the foregoing unless made in writing and signed by the agency's designated officer.

I fully understand and accept all terms and conditions in the above statement.

Print Name _____

Signature _____

Date _____

EQUAL OPPORTUNITY EMPLOYER

In addition to fully meeting its obligations for nondiscrimination under federal and state law, Plaza de la Raza Child Development Services is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, veteran status, political views, or other personal characteristics or beliefs.

