



EMPLOYMENT APPLICATION

MERCER COUNTY HEAD START/EARLY HEAD START
1901 MEMORIAL DRIVE
FARRELL, PA 16121

PHONE: (724) 346-4482

FAX: (724) 346-4431

(Answer All Questions - Please Type or Print Clearly)

POSITION APPLIED FOR: _____ DATE: _____

PERSONAL INFORMATION:

NAME: _____

ADDRESS: _____ PHONE (Home) _____ (Message) _____

CITY: _____ STATE: _____ ZIP: _____

FEDERAL REGULATION: Are you authorized to work in the United States? Yes No

The Federal Immigration Reform and Control Act require individuals to provide to an employer proof that they are authorized to work in the United States. This proof must be provided to, and verified by MCHS/ EHS at the time of hire or no later than three business days after the date of hire.

REFERENCE SOURCE:

News Ad Placement Service MCHS/EHS Employee Relative Friend Other

Please Specify: _____

A personal interview is required of all finalists. You will be notified if an interview is desired. Mercer County Head Start/Early Head Start does not reimburse interview expenses. If selected, the applicant agrees to assume all tasks within limits of what is legal as assigned. This application may be reviewed by Supervisors, Administrators and Board Members.

**For Substitutes only, Please indicate the hours and days you are available to work.
Program hours vary between: 7:30 A. M. – 4:00 P. M.**

Monday	Tuesday	Wednesday	Thursday	Friday

Mercer County Head Start/Early Head Start will take necessary steps to ensure the confidentiality of this form.

EDUCATION: Do you have a high school diploma or GED certification ? Yes No

Circle highest year completed in school: 7 8 9 10 11 12

Type of School	School Name/Location	Address	Did you graduate?	Degree/Major
High School				
Undergraduate				
Graduate				
Vocational/Technical				

WORK EXPERIENCE: Start with most recent position

NAME OF EMPLOYER: _____
ADDRESS _____
JOB TITLE: _____
SUPERVISOR: _____
WORK PERFORMED:

EMPLOYER'S PHONE: (____) _____
DATES EMPLOYED (Month/Year) From: _____ **To:** _____
Reason for Leaving: _____
May we contact this employer? Yes No

NAME OF EMPLOYER: _____
ADDRESS _____
JOB TITLE: _____
SUPERVISOR: _____
WORK PERFORMED:

EMPLOYER'S PHONE: (____) _____
DATES EMPLOYED (Month/Year) From: _____ **To:** _____
Reason for Leaving: _____
May we contact this employer? Yes No

NAME OF EMPLOYER: _____
ADDRESS _____
JOB TITLE: _____
SUPERVISOR: _____
WORK PERFORMED:

EMPLOYER'S PHONE: (____) _____
DATES EMPLOYED (Month/Year) From: _____ **To:** _____
Reason for Leaving: _____
May we contact this employer? Yes No

REFERENCES:

NAME	ADDRESS	TELEPHONE NUMBER	LENGTH AND TYPE OF RELATIONSHIP

PERSONAL DATA:

SPECIAL SKILLS, EXPERIENCE OR QUALIFICATIONS
<p>In your own handwriting, give whatever personal information you wish that might be helpful in the evaluation of your application. (Attach additional sheet, if needed.) Also attach any additional prepared material, resume, etc. List any professional or special licenses or certificate(s) you possess.</p>

Are you a current/past Head Start/Early Head Start parent? Yes No
If yes, in what program _____

EQUAL OPPORTUNITY EMPLOYER

MCHS/EHS and Farrell Area School District and the affiliate, Community Action Partnership of Mercer County, an equal opportunity employer, complies with provisions of all Federal and State statutes relating to nondiscrimination, such as the Fair Employment Practices Act, Section 504 of the Rehabilitation Act, and Title IX Regulations.

DRUG-FREE WORKPLACE

MCHS/EHS and Farrell Area School District is committed to maintaining a drug-free workplace and strictly complies with the Drug-Free Workplace Act of 1988.

AMERICANS WITH DISABILITIES ACT

MCHS/EHS and Farrell Area School District complies with provisions of the Americans with Disabilities Act of 1990. Reasonable accommodations for the application and interview process will be provided upon request and as required. Disabled persons may contact the Central Office for additional information or assistance.

IMPORTANT

Section III, (Act 34) of the Pennsylvania School Code requires prospective employees to submit with their employment application a report of criminal history record from the Pennsylvania State Police. Section III prohibits this employer from employing any person whose criminal history indicates that the applicant has been convicted within five years immediately preceding the date of the report of one or more specific offenses under the Crimes Code, 18 PA CSA et seq. Results of the criminal history records check must be submitted before the first day of employment. Additionally, the Pennsylvania Child Abuse History Clearance must also be obtained. Also, a Federal Bureau of Investigation background check is required. Pending the FBI clearance report, Pennsylvania residents may be hired on a provisional basis for a single period of thirty (30) days and non-residents may be hired on a provisional basis for a single period of no more than ninety (90) days .

Section 1418 of the Pennsylvania School Code and Mercer County Head Start/Early Head Start requires a pre-employment examination and evidence of a tuberculosis test within a two month (60 days) period. Before employment, evidence of such examination and testing must be filed in this office. Forms may be secured in the Human Resources Department .

AFFIDAVIT

PLEASE READ EACH START CAREFULLY BEFORE SIGNING

In consideration of my employment, I agree to conform to the rules and standards of the agency and agree that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at anytime, either at my option or at the option of the agency. I understand that no employee or representative of the agency other than the Director of this agency has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. Further, the Director of this agency may not alter the at -will nature of the employment relationship unless done so specifically and in writing. I also understand that all offers of employment are conditioned on the provision of satisfactory proof of an applicant's identity and legal authority to work in the United States.

I authorize Mercer County Head Start/Early Head Start (MCHS/EHS) to seek all information relative to my Application for Employment and candidacy. I further authorize past employers or anyone with information about my history, education and qualifications to provide such information to MCHS/EHS in response to their inquiry. I agree to hold harmless from any liability (suit, claim or other action) anyone supplying such information.

I understand that any statements on this application verified as false may be cause for immediate withdrawal from the application process and should I be employed by MCHS/EHS may be cause for immediate dismissal.

Applicant Signature: _____

Date: _____

MERCER COUNTY HEAD START/ EARLY HEAD START

DECLARATION FORM FOR PROSPECTIVE HEAD START EMPLOYEES

Name of Prospective Employee: _____

Federal Policies (45 CFR Part 1301, Subpart D, Head Start Grants Administration, Personnel Policies, Section 1301.31 (c) and (d), demand that Head Start Agencies require all prospective employees to sign a declaration prior to employment 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.

You may exclude:

- Any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies committed before your 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;
- Any conviction set aside under the federal youth corrections Act or similar State authority.

Please provide your signature on the appropriate category line below:

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

Signature or 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), the date(s) of the arrest, charge and/or conviction and relevant information.

Signature Date

NOTE: Upon hiring, employee must provide copies of clearances (Act 34, Act 151) from ChildLine, the Pennsylvania State Police, and the Federal Bureau of Investigation (where applicable) as a condition of employment. Individual who 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. Clearance forms may be obtained at the Head Start central office if needed.