



ROCK-WALWORTH COMPREHENSIVE FAMILY SERVICES INC.

HEAD START AND EARLY HEAD START®
Serving Rock & Walworth Counties

Dear Applicant:

We are pleased that you are interested in working for RWCFS Head Start/Early Head Start.

Initial application: Please fully and carefully complete the application packet, including the following required information,

- **Application form**
- **Criminal Background Information Form** (required by child care licensing)
- **Reference check forms** (1 personal and 2 work or professional references)
- Teaching, family service and managerial positions also require a **Resume** (**Transcripts** will be required if selected for interview)

RWCFS managers will review the applications to determine the most qualified applicants and may contact you to set up an interview.

Additional hiring information: Before hire, an applicant for a Head Start/Early Head Start job must also submit documentation of a health physical (including TB skin test or chest Xray) according to child care licensing requirements. This is explained during an offer of employment and **does not** need to be included with the application.

Bus driver applicants will also need to meet Department of Transportation requirements for health physical before hire, and this will be explained during an offer of employment and **does not** need to be included with the application.

Your application will be kept on file for 3 months for positions that become available.

Please contact us at (608) 2899-1500 or 800/774-7778 for additional information. Thank you for your interest in working with RWCFS Head Start/Early Head Start.

Sincerely,

Connie Robers
Executive Director



Rock-Walworth Comprehensive Family Services, Inc.

Early Head Start and Head Start@

Application for Employment / Promotion

An Equal Opportunity Employer

Instructions: Print all information. Use typewriter or pen. Complete all sections of the application fully and accurately. Return completed application to:

**Rock-Walworth Comprehensive Family Services, Inc. Early Head Start and Head Start,
1221 Henry Avenue, Beloit, WI 53511**

NOTE: Complete an application for each position for which you are applying.

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Last Name

First Name

Middle

Social Security Number: _____

Application For Position of: _____

<p>Complete Mailing Address:</p> <p>Street/No. _____</p> <p>City _____</p> <p>State _____ Zip _____</p>	<p>Home Phone Number:</p> <p>_____</p> <p>Work Phone Number:</p> <p>_____</p>
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Some positions require that you have access to a car. Do you have access to a car for work?

_____ **YES** _____ **NO**

Do you have a valid driver's license?

_____ **YES** _____ **NO** # _____ State _____

Do you have a CDL (Commercial Driver's License)?

_____ **YES** _____ **NO** # _____ State _____

If yes, do you have a School Bus Endorsement?

_____ **YES** _____ **NO**

Do you hold a driver's license in more than one state?

_____ **YES** _____ **NO**

Have you ever been **CONVICTED** of any violations of law including traffic violations?

_____ **YES** _____ **NO**

Convictions are **NOT** an automatic bar to employment. Each case is considered on its own merit. Please explain any convictions, giving charges, location, court, date of conviction, disposition of case by court. Use additional sheet if necessary.

Are you a U.S. citizen? _____ **YES** _____ **NO**

Are any of your relatives either an employee of this agency, or in a summer lay-off status, or a member of the agency's Board of Directors, or the agency's Policy Council?

_____ **YES** _____ **NO**

If yes, give relative's name, relationship to you, and position with this agency:

Are you a present or past Head Start parent?

Program Name: _____

_____ **YES** _____ **NO**

Center: _____

EDUCATION AND TRAINING: Circle the highest grade or year completed in school. 1 2 3 4 5 6 7 8 9 10 11 12 Name and location of high school at which your diploma was granted. Graduated? _____ Name of high school City/State Yes/No

Training beyond high school: college or university, nursing, business college, or other schools you have attended. Under credit earned indicate (Q) for Quarter hours and (S) for semester hours. Circle the number of years in college or university:

Years Completed: 1 2 3 4

Name & Location	Credits Earned (Q or S)	Major/Field of Study

Describe any education or training you have had which is not covered above (vocational school, corresponding courses, service schools, in-service training, GED equivalency, etc.) which you feel is relevant to the job(s) for which you are applying. Use additional sheet if necessary.

Are you fluent in speaking other languages? _____ YES _____ NO

If yes, please specify: _____

If you are applying for a clerical position, please provide the following information. A performance test may be required at the time of a job interview.

Typing Speed: _____ WPM Last Tested? _____ (date)

Shorthand Speed: _____ WPM Last Tested? _____ (date)

Experienced in transcribing mechanically recorded materials?

_____ YES _____ NO When? _____ Other office skills: _____

Computer knowledge and use: _____

PERSONAL REFERENCES:

Complete name, address, and phone required.

Name Address Phone

Name Address Phone

Name Address Phone

May we conduct a personal background check, including contact of your references named above, and review other records as may be required for some positions?

_____ YES _____ NO

Please include an additional sheet for any additional applicant information which has not been requested on the application, but which you feel could be relevant to your qualifying for the job for which you are applying.

CERTIFICATION STATEMENT: I certify that all answers to questions on this application are true and complete to the best of my knowledge. I understand and agree that false or missing job related information will result in the forfeiture on my part of all rights to any employment with the Rock-Walworth Head Start Program, Comprehensive Family Services, Inc.

Signature

Date

