



Making a difference in the lives and families of young children within our communities

EMPLOYMENT APPLICATION

Instructions: Please type or print legibly in ink. Complete all sections even if you are submitting a resume. An incomplete application may affect your eligibility.

GENERAL INFORMATION

Name:		Position applying for:		
Mailing Address: _____ <small>Street or PO Box</small> <small>City</small> <small>State</small> <small>Zip</small>				
Email Address: _____				
Home Phone		Work Phone		Message or Cell Phone
Are you authorized to work in the U.S on an unrestricted basis? <input type="checkbox"/> Yes <input type="checkbox"/> No			Are you a past or current CCS or Head Start Parent? <input type="checkbox"/> Yes <input type="checkbox"/> No	
How did you hear about this vacancy?			On what date would you be available for work?	
Have you ever been <u>convicted</u> of a felony or a misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever been <u>charged with</u> or <u>investigated</u> for a felony crime, crime of violence, child abuse or neglect, or a sex crime? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<i>Conviction or charges will not necessarily disqualify an applicant for employment. If yes, describe details:</i>				
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No			May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If valid driver's license is listed as required on the job announcement, please answer the following:</i>				
Do you have a valid Alaska Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No? License # _____				

EDUCATION

EDUCATION	NAME & LOCATION OF SCHOOL	GRADUATED	MAJOR	TYPE OF DEGREE
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No	-----	-----
University		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Associates <input type="checkbox"/> Bachelors
University		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Masters

Do you have a current CDA? Yes No If yes, list type: _____

Other Education/Certifications/Licenses/Credentials: _____

PROFESSIONAL REFERENCES

Three people not related to you and know you through work, school, volunteering

Name	Address	Phone Number

WORK HISTORY

Employer Name _____ Job Title _____ Address _____ Telephone _____ Supervisor _____	Dates Employed (mm/yy) From: _____ To: _____	Reason for leaving Salary \$ _____ per _____
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Summary of major work duties: (DO NOT write "see resume")

Employer Name _____ Job Title _____ Address _____ Telephone _____ Supervisor _____	Dates Employed (mm/yy) From: _____ To: _____	Reason for leaving Salary \$ _____ per _____
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Summary of major work duties: (DO NOT write "see resume")

Employer Name _____ Job Title _____ Address _____ Telephone _____ Supervisor _____	Dates Employed (mm/yy) From: _____ To: _____	Reason for leaving Salary \$ _____ per _____
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Summary of major work duties: (DO NOT write "see resume")

Employer Name _____ Job Title _____ Address _____ Telephone _____ Supervisor _____	Dates Employed (mm/yy) From: _____ To: _____	Reason for leaving Salary \$ _____ per _____
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Summary of major work duties: (DO NOT write "see resume")

Please explain any breaks in employment

From	To	Explanation of what you were doing (i.e., college, at home, etc.)	Location

Other experiences, skills, information or qualifications relevant to this position - including volunteer experience.

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand and agree that:

- The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, such as benefits application forms, or during any interviews, can be justification of refusal of employment, or if employed, termination of employment.
- Employment at CCS is "at-will," which means that either I or CCS can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute or other

laws. All employment is continued on that basis. I understand that no supervisor, manager or executive of CCS has any authority to alter this.

- Any offer of employment I may receive is contingent upon the agency determining that I have successfully completed the pre- or post-employment screening process, including but not limited to references, criminal background check, medical examination, negative TB test, Policy Council Approval.
- In processing my application for employment, the agency may verify all the information provided by me, or may procure or have prepared an investigative report for this purpose concerning my prior employment, military record, education, character, general reputation, driving record, and criminal record. I freely and voluntarily give my consent to CCS to examine the results of any information required for employment. My consent does not authorize CCS to disclose the nature of my criminal record, if any, to any person for any purpose other than enforcement the regulatory requirements for employment.
- I authorize and request that all of my present and former employers and those individuals that I have listed as personal references furnish information about my employment record, including a statement of the reason for termination of my employment, work performance, abilities and qualities pertinent to my qualifications for employment, hereby releasing them and CCS and their employees from any and all liability for damages arising from furnishing or receiving the requested information.

Applicant's Signature: _____ **Date:** _____

Thank you for your interest in employment with our agency

Return completed application to:

CCS Early Learning
403 S. Alaska Street
Palmer, AK 99645

CCS provides equal opportunity employment and advancement without regard to race, color, national origin, religion, sex, age, marital status, sexual orientation, genetics, disability or any other consideration made unlawful by federal, state or local laws. Applicants who need a special accommodation should contact Human Resources.



Play Laugh Learn Grow