



# Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment below or on a separate piece of paper

Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	Per	

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		Starting		
Immediate Supervisor and Title		\$	Per	
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May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	Per	

**Skills and Qualifications** Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work with our company (use back of sheet if necessary)

## Educational Background

A. List last three (3) schools attended, starting with last one. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Major and minor field of study (if applicable).

A. School	B. # of years completed	C. Degree Diploma	D. Major	E. Minor

List any foreign language(s) you know and check the boxes that describe your skill level.

Language	Speak Some	Speak Frequently	Read	Write

## References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Years Known
	(   )	
	(   )	
	(   )	

List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

Organization	Office Held

List special accomplishments, publications, awards. (Exclude information which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

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List any additional information you would like us to consider.

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It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

Any applicant who knowingly or willfully makes a false statement of any material fact or thing in the application is guilty of perjury in the second degree as defined in section 18-8-503, C.R.S., and, upon conviction thereof, shall be punished accordingly.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The Employer is an Equal Opportunity Employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for one year. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

Employment at Brush UMC Head Start is contingent upon passing applicable background checks. Federal Policies also require that all prospective employees must SIGN a declaration prior to employment that 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;
- (3) All convictions of violent crimes, including domestic violence, unlawful sexual behavior, and/or any drug or alcohol related offense;
- (4) Determination of mental health incompetence or insanity by a court of competent jurisdiction; and
- (5) All felony convictions.

The declarations may exclude:

- \* Any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies committed before the prospective employee's 18th birthday, which was finally adjudicated in a juvenile court or under youth offender law.
- \* Any conviction for which the record has been expunged under Federal or State law; and
- \* Any convictions set aside under the Federal Youth Corrections Act or similar State authority.

Please provide your signature in the appropriate category below:

- 1. I HAVE NOT BEEN ARRESTED, charged and/or convicted on one or more of the three types of offenses listed above:

\_\_\_\_\_  
Signature Date

- 2. 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 other relevant information.

\_\_\_\_\_  
Signature Date

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_