



EMPLOYMENT APPLICATION

Equal access to programs, services and employment is available to all persons. Those applicants requiring a reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department. We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Position you are applying for: _____

Name: _____ Date: _____

Address: _____

E-mail Address: _____

Home Phone #: _____ Mobile Phone #: _____

Are you eligible to work in the U.S? Yes [] No []

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.) Yes [] No []

Have you ever been terminated from employment or asked to resign by an employer? Yes [] No []

If yes, please provide company names and details: _____

Can you work any shift? Yes [] No []

Can you work overtime, including weekends? Yes [] No []

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes [] No []

EMPLOYMENT DESIRED

Full Time []

Part Time []

Seasonal []

Date available to start: _____ Hourly Rate/Salary desired: _____

Position desired: _____

Are you currently employed? ____ If so may we inquire of your present employer? Yes [] No []

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REFERRAL SOURCE

How did you hear about us? Walk In [] Advertisement [] Referral Other []

If Advertisement, please identify: _____

Have you ever worked for LULAC before? Yes [] No [] When? _____

Former position with LULAC: _____

Do you know anyone who works for our company? Yes [] No []

If yes, who? _____

Will you travel if required? Yes [] No []

Have you entered into an agreement with any former employer or other party (such as noncompetition agreement) that might, in any way, restrict your ability to work for LULAC? Yes [] No []

If Yes, please explain: _____

EDUCATION	Name and location of school	No. of yrs. Attended	Degree Received	Subjects studied/Major
High School				
College or University				
Trade, Business or Correspondence School				

EMPLOYMENT HISTORY Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

From	To	Employer	Phone #: () -
Job Title		Address	
Immediate		Summarize the nature of	



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supervisor and title		work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary	
From	To	Employer	Phone #: () -
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary	
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Do you have any special skills, experience and/or training that would enhance your ability to perform in the position you are applying for? [] Yes [] No

If yes, explain: _____

Computer Skills (please describe): _____

REFERENCES Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Address, Phone, Email	Company	Years Acquainted

ADDITIONAL QUESTIONS:

Years of experience in Education: _____

Years of experience working/teaching Pre-school-age children: _____

Years of experience teaching infants and/or toddlers: _____



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Are you a current or former head start parent? Yes No Parent Grandparent

If "Yes" list program name: _____

Are you proficient in any other language other than English? Yes No

If "Yes", please list language: _____

Language competency: Proficient Moderate Novice

Please read carefully before signing.

LULAC Head Start is an equal opportunity employer. LULAC Head Start does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for LULAC Head Start to hire me. If I am hired, I understand that either LULAC Head Start or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of LULAC Head Start has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to LULAC Head Start true and complete information on this application. No requested information has been concealed. I authorize LULAC Head Start, Inc. to contact references provided for employment reference checks. By signing this application, I voluntarily agree to submit to a TB and physical exam. I also authorize LULAC Head Start to obtain information through a background check in order to ascertain my appropriateness for employment. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signature:

Date:

THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE SIGNED/DATED ABOVE.

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