



**WASHINGTON COUNTY NB & PW CLUB, INC.
HEAD START / GEORGIA PRE –K PROGRAM**

101 Jones Street, Sandersville, Georgia 31082

Employee Application

TO BE COMPLETED BY APPLICANT

DATE _____.

POSITION PREFERRED _____.

PLEASE TYPE OR PRINT LEGIBLY

PERSONAL INFORMATION

Name as it appears on your Driver's license: _____
Last First Middle Maiden

Current / Mailing Address

Street Address City State Zip Code

Email address: _____ Home Phone: () _____ Cell Phone: () _____

Driver's License # _____ Are you a U.S Citizen? Yes No (please provide documentation)

Social Security #: xxx-xx- ____ Card must be present at time of interview to be considered for employment

Are you currently authorized to work in the United States? Yes No (Proof of eligibility will be required upon arrival.)

Do you have a High School Diploma? GED? (check the appropriate box)

EDUCATION (Attach documentation of qualifying education)

| TYPE OF SCHOOL | NAME OF SCHOOL | CITY & STATE | YEAR COMPLETED | CERTIFICATION DIPLOMA/DEGREES |
|---------------------|----------------|--------------|----------------|----------------------------------|
| High School | | | | |
| Technical School | | | | |
| College/ University | | | | |
| | | | | |

EMPLOYMENT HISTORY

(Ten year Employment History) Begin with your current or last employer. If you have been unemployed during any time within the past ten years, list how you spent your time, e.g., student, housewife, unemployed, etc.)

| DATES EMPLOYED FROM and TO | Current or Most Recent Employer and Address | Supervisor/Phone # |
|-------------------------------|---|--|
| ____ to ____ | Employer: _____ Address: _____ | Supervisor: _____ Phone #: _____ May we contact: yes <input type="checkbox"/> or no <input type="checkbox"/> |
| ____ to ____ | Employer: _____ Address: _____ | Supervisor: _____ Phone #: _____ May we contact: yes <input type="checkbox"/> or no <input type="checkbox"/> |
| ____ to ____ | Employer: _____ Address: _____ | Supervisor: _____ Phone #: _____ May we contact: yes <input type="checkbox"/> or no <input type="checkbox"/> |
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Have you ever been employed with Washington County NB & PW Club, Inc. Head Start / Georgia Pre-K Program?
 Yes or No If yes, when? Date(s): ____ to ____ (Month/Year)

Do you have a criminal record? Yes No If Yes, explain _____

Have you ever been determine by credible evidence, (e.g., a court order, a jury, a department investigation or other reliable evidence) to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct? Yes or No If yes, explain _____

Under the Americans with Disabilities Act of 1991, this program is required to reasonably accommodate individuals with a disability. The reasonable accommodation requirement applies to the application process, any pre-employment testing, interviews and actual employment, but only if the program supervisor is made aware that an accommodation is required. If you are disabled and require accommodation, you may request it at any time during the interview process. You are obligated to inform the program director of your needs if it will impact your ability to perform the job for which you are applying.

Having read the job description for the position for which you are applying, are you in all respects, able to adequately perform the duties described and lift at least 50 lbs. or more?
 Yes No If No, explain _____

Please provide (3) business references and (3) personal references at time of interview. (Business reference must have some knowledge of your work history and not a relative)

APPLICANT SIGNATURE: _____ **DATE :** _____

Washington County NB & PW Club, Inc. Head Start / Georgia Pre K Program is an Equal Opportunity Employer.