



**EMPLOYMENT HISTORY** *(List Most Recent First)*

1. Name of Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
*(Street) (City) (State) (Zip Code)*  
Supervisor and Title: \_\_\_\_\_ Your Title: \_\_\_\_\_  
Employed From \_\_\_\_\_ to \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
*If this is current employer, may we contact them for a reference?*  Yes  No  
Work Performed: \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

2. Name of Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
*(Street) (City) (State) (Zip Code)*  
Supervisor and Title: \_\_\_\_\_ Your Title: \_\_\_\_\_  
Employed From \_\_\_\_\_ to \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Work Performed: \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

3. Name of Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
*(Street) (City) (State) (Zip Code)*  
Supervisor and Title: \_\_\_\_\_ Your Title: \_\_\_\_\_  
Employed From \_\_\_\_\_ to \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Work Performed: \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

4. Name of Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
*(Street) (City) (State) (Zip Code)*  
Supervisor and Title: \_\_\_\_\_ Your Title: \_\_\_\_\_  
Employed From \_\_\_\_\_ to \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Work Performed: \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

**Attach additional pages as needed to provide complete employment history**

Provide a minimum of three professional references and one personal reference in the space below

REFERENCES			
Name	Relationship	Daytime Phone	Home Phone

**ACKNOWLEDGEMENTS**

Read each statement carefully before signing

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application and authorize any person, school, current employer (except as previously noted), past employers and organizations named in this application to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand that verification of my eligibility to work in the United States must be satisfied at the time of hire.

I understand that if I am extended an offer of employment, both the offer and continued employment is contingent on completion of all employment requirements set by OFO and the specific requirements of programs within OFO. These may include but not limited to: physical exam, background/reference check, tuberculosis testing, and other licensing requirements.

I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT WILL ACCORDING TO NEW YORK STATE LAW AND MY EMPLOYMENT MAY BE TERMINATED OPPORTUNITIES FOR OTSEGO OR BY ME AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

I have read, understand and by my signature consent to these statements.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The following section must be completed by applicants for HEAD START positions**

TO COMPLY WITH 45 CFR PART 1301.SUBPART C, HEAD START GRANTS ADMINISTRATION. PERSONNEL POLICIES, SECTION 1301.31 (b) and (c). Federal policies now require that the following information be obtained from all prospective employees prior to employment.

Please sign the following declaration which 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; and 3) all convictions of violent felonies. The declaration 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 a youth offender law; any convictions which has been expunged under Federal or State Law; and any conviction set aside under the Federal Youth Corrections Act or similar State authority.

State Licensing regulations require that a prospective staff must declare whether or not they have been convicted of any misdemeanor or felony in New York State or any other jurisdiction. Note that individuals who declare, through this form, that they have been arrested, charged with or convicted of any of the offenses listed above are not automatically disqualified from being hired. Head Start agencies must review each case to assess the relevance of an arrest, charge, or conviction to a hiring decision. Please provide your signature on the appropriate category below:

I have *not* been arrested, charged and/or convicted of one or more of the types of offenses listed above.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have been arrested, charged, and/or convicted of one or more of the types of offenses listed above.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Attach resume and cover letter**