



Opportunities  
FOR OTSEGO

## Intern Application

### HEAD START EARLY HEAD START

3 West Broadway, Oneonta, NY 13820

Please check what program(s) you are interested in?

- Head Start     Early Head Start  
 Other: \_\_\_\_\_

#### PERSONAL

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Telephone: \_\_\_\_\_  
(Area Code)

Email Address: \_\_\_\_\_

Do you possess a valid NY State Driver's License?     Yes     No

Have you been convicted of a crime?     Yes     No

*OFO follows N.Y.S. Correction Law: Article 23-A and does not unfairly discriminate against persons previously convicted of criminal offenses.*

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

#### JOB INTERESTS AND SKILLS

Volunteer Position(s) interested in:    Position One: \_\_\_\_\_

Use separate lines if interested in multiple positions    Position Two: \_\_\_\_\_

Have you volunteered at OFO before?     Yes     No

If yes, what program and when? \_\_\_\_\_

Summarize your special skills or qualifications, including computer software used: \_\_\_\_\_  
\_\_\_\_\_

Date you could begin volunteering: \_\_\_\_\_

#### EDUCATION

Type of School	Name and Location	Course of Study	Number of Years	Degree, Diploma, Certificate, and Honors Received
High School				
College/University				
Other Education				

## EMPLOYMENT HISTORY (Most Recent Employer)

I. Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Supervisor and Title: \_\_\_\_\_ Your Title: \_\_\_\_\_

Employed From \_\_\_\_\_ to \_\_\_\_\_ If this is current employer, may we contact them for a reference?  
 Yes  No

Work Performed: \_\_\_\_\_  
\_\_\_\_\_

## REFERENCES (Provide a minimum of two employment-related references in the space below)

Name	Relationship	Daytime Phone	Home Phone

## ACKNOWLEDGEMENTS

Read each statement carefully before signing:

I certify that all information provided in this application is correct to the best of my knowledge. I understand that any false information or omission may disqualify me from volunteering 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, employers (except as previously noted), 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 if I am extended an offer to volunteer, both the offer and continued volunteering is contingent on completion of all 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 and fully agree that I am volunteering my services to Opportunities For Otsego, Inc. at my own risk and that I assume all responsibility and will hold Opportunities For Otsego, Inc. and its employees and Board of Directors harmless for any personal injury or property loss which may be sustained in the course of volunteering my services.

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) Opportunities for Otsego policies now require that the following information be obtained from all prospective volunteers.

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 volunteer'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.

Opportunities for Otsego policy require that a prospective volunteer 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 volunteering. Head Start agencies must review each case to assess the relevance of an arrest, charge, or conviction to accepting a volunteer. 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: \_\_\_\_\_