

Sequatchie Valley Planning and Development Agency
Application for Employment

SVPDA is an Equal Opportunity Employer and does not discriminate against any applicant for employment because of race, color, religion, creed, sex, national origin, age, disability, marital or Veteran status, sexual orientation, or any other legally protected status.

Name: _____
Last
First
Birth Name

Address: _____
Street
City
State
Zip

Phone: _____ Alternate Phone: _____

Email Address: _____

Position(s) applying for in order of preference:

1. _____ 2. _____ 3. _____

Application Status: Your application will be considered for the position(s) listed above. You may reapply to be considered for positions available at a later date; applications are kept on file for 12 months.

Employment History: List last or present employer first; note reason for any gaps in employment

Show month and year employed:	Name, Address and Telephone Number of Supervisor and Employer	Position:	Reason for leaving:
From _____ To _____			
From _____ To _____			
From _____ To _____			
From _____ To _____			

If presently employed, may we contact your employer? ___Yes ___No

Have you ever been fired from a position or resigned in order to avoid being fired?
 ___Yes ___No Comments: _____

References: List below the names of three persons **not related** to you who have known you for at least one year.

Name	Address and Telephone	Occupation / How Known	Years Known

Education History:

Name and address of school	# of Years Attended	Indicate GED, Diploma or Degree (with major)
High School		
College		
Trade, Business, or Other		

A declaration will be required related to all pending and prior criminal arrests and charges related to child abuse, any convictions related to other forms of child abuse and neglect, and all convictions of violent felonies. The declaration form has specific exclusions and the Agency will review any application on an individual basis, in order to assess the relevancy of any arrests, pending criminal charge, or conviction.

Have you ever been convicted of a felony including any involving a suspended sentence?
 Yes No

Have you ever been reported for child abuse or neglect? Yes No

Have you ever had a positive drug test related to employment? Yes No

Any or all DOT drug / alcohol employment test results will be requested from former employers.

I hereby certify that all statements made herein and attached hereto are true to the best of my knowledge and belief, and I know that any falsehood or misrepresentation later disclosed will be sufficient ground for loss of employment. I understand and agree to a post employment offer physical examination which will include a drug test, and understand that random drug / alcohol tests are required for some positions. I hereby authorize SVPDA to investigate and verify all statements made in this application and to conduct any further investigation it deems necessary to determine my suitability for volunteer service or employment. I release SVPDA and its agents from any liability in connection with such an investigation.

Applicant's Signature: _____ Date: _____

**Sequatchie Valley Head Start
Education / Classroom Questionnaire**

Name: _____ **Date:** _____

1. **Two four-year olds are playing in the block area. One child spits on the other. What would you do?**

2. **A child gets angry and hits you. What would you do?**

3. **Describe your discipline philosophy.**

4. **Imagine you were a low-income parent raising two children on approximately \$5,000 a year. What are some of the frustrations and/or problems you would expect to experience?**

5. **Describe the importance of parents in teaching their child.**

6. **Do you feel that parents should be allowed to come into your classroom without notice? Why or why not?**

7. List the basic activities and time frame you would include in your schedule for three and four year olds provided that the children were in the center from 9:00 a.m. – 2:00 p.m. (Use back or attach extra page, if needed.)

8. What value do you see in visiting the children's homes?

9. Have you ever volunteered in a Head Start center or are you a current or former Head Start parent?

10. Have you worked with a group of preschoolers in a child care setting, Sunday School, etc.? Do you have any special skills such as Spanish speaking skills or sign language?

11. What feeling or experience would a three year old take away after being with you in their classroom all morning?

12. Have you cared for and/or had experiences with children or adults with disabilities?
