



Upper Des Moines Opportunity, Inc.
Employment Application
An Equal Opportunity Employer

Please read the application for employment carefully and answer **EVERY** question in full.

APPLICANT DATA		
Date of Application:		Social Security Number:
Name:	Phone:	Cell Phone:
Address:	Date Available for Employment:	
City/State/Zip:	Position Applying for:	
1. If you are under 18 years of age, can you provide proof of your eligibility to work? YES NO		
2. Are you legally eligible for employment in the United States (verification will be required)? YES NO		
3. Please list any relatives or members of your household who are current employees of the Agency, or who serve on the Board of Directors or Head Start Policy Council of the Agency:		
4. Have you ever worked for Upper Des Moines Opportunity, Inc. previously? YES NO -- If Yes, when and what position:		

5. All applicants must complete questions 5a, 5b and 5c on the back side of this page.

If hired, you will be asked to submit to a background check for criminal convictions (including child abuse), to be initiated by the Agency upon employment. In some cases, conviction of a serious crime will be considered strong evidence of lack of fitness for a job, and under those circumstances, a person may be hired only after thorough investigation by authorized Agency personnel. Criminal records will not necessarily constitute a basis for disqualification for employment, but the Agency will require full disclosure of any such record and will exercise prudent judgment in relation to a position being filled. In some cases, state and federal law prohibit hiring individuals for some positions when such an individual has specific criminal history. In such cases, whether the criminal history is recent or not, the Agency is prohibited from hiring the individual. Failure to disclose a criminal history, whether that history is subsequently discovered by a background check or not, is grounds for termination. Criminal convictions occurring after employment has begun may likewise constitute grounds for termination of employment.

When answering the questions below, you may exclude (1) Traffic fines of \$200 or less; (2) any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies, committed before your 18th birthday which was finally adjudicated in a juvenile court or under a youth offender law; (3) any conviction the record of which has been expunged under Federal or State law; and (4) any conviction set aside under the Federal Youth Corrections Act or similar State authority.

5. a. Do you have any convictions related to child abuse or neglect? YES NO -- If yes, you must attach written statement of explanation.

5. b. Do you have any convictions related to a violent felony? YES NO -- If yes, you must attach a written statement of explanation.

5. c For Applicants for Head Start and Early Head Start positions ONLY, we are required to ask as a condition of receiving federal funding per 45 CFR 1301.31(b)(2)(i) whether you have any pending or prior criminal arrests and criminal charges related to child sexual abuse. Do you have any pending or prior criminal arrests and criminal charges related to child sexual abuse?

YES NO I am not applying for a Head Start or Early Head Start position

- If you are applying for a Head Start or Early Head Start position and answered yes to this question, you must attach a written statement of explanation including the disposition of the criminal charges and arrests.

EDUCATION			
School Attended:	City/State:	Major:	Degree Earned:
High School:			
College:			
College:			
College:			
Other Skills or Training: Please list any special trainings or skills you possess that may apply to this position:			

6. Can you travel if a job requires it? YES NO

REFERENCES		
(May not be relatives or employees of the Agency)		
1. Name:	Phone #:	Years Known:
2. Name:	Phone #:	Years Known:
3. Name:	Phone #:	Years Known:

EMPLOYMENT HISTORY List present or most recent first. (Use additional sheets if necessary.)

Employer:	Date Began:	Date Ended:
Position:	Hourly Rate/Salary:	Supervisor:
Address:		Phone:
Reason for leaving:		
Duties & Responsibilities:		
Employer:	Date Began:	Date Ended:
Position:	Hourly Rate/Salary:	Supervisor:
Address:		Phone:
Reason for leaving:		
Duties & Responsibilities:		
Employer:	Date Began:	Date Ended:
Position:	Hourly Rate/Salary:	Supervisor:
Address:		Phone:
Reason for leaving:		
Duties & Responsibilities:		
Employer:	Date Began:	Date Ended:
Position:	Hourly Rate/Salary:	Supervisor:
Address:		Phone:
Reason for leaving:		
Duties & Responsibilities:		

Are you currently employed? YES NO

May we contact your present employer? YES NO

If yes, name of supervisor: _____

What is your expected Salary for this position? _____

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give Upper Des Moines Opportunity, Inc. permission to contact previous employers (unless otherwise indicated), schools, references and others, and hereby release Upper Des Moines Opportunity, Inc. from any liability now or in the future as a result of such contact. I also grant permission to Upper Des Moines Opportunity, Inc. to provide copies of my application materials to employees other than the designated search committee for purposes of determining my suitability for a position. I also understand that I may be required to take a physical exam and that continued employment may be based on the successful passing of job-related physical examinations.

I understand that I am to abide by all rules, regulations, and policies of Upper Des Moines Opportunity, Inc. I understand that my employment and compensation may be terminated with or without cause, and with or without notice, at any time, at the option of Upper Des Moines Opportunity, Inc. I further understand that no one other than the Executive Director of Upper Des Moines Opportunity, Inc. has any authority to enter into any agreement for employment or make any agreement to the foregoing.

Applicant Signature: _____

Date: _____

**VOLUNTARY SELF-IDENTIFICATION
(CONFIDENTIAL-FOR STATISTICAL USE ONLY)**

Upper Des Moines Opportunity, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other classification protected by Federal, state, or local law. The information below will be used only in the compilation of data for Affirmative Action reporting.

Completion of this data is voluntary and will not affect your opportunity for employment, or terms or conditions of employment, if hired. Identification can be declared at any time prior to, or if applicable, after hire. Please return this page with your application.

PLEASE COMPLETE IN FULL

Date: _____ Position applied for: _____

Sex: Male Female Date of Birth: _____

ETHNIC GROUP: Please check one of the descriptions below corresponding to the ethnic group with which you most identify.

American Indian or Alaskan Native – A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Island, Thailand, and Vietnam.

Black or African American – A person having origins in any of the Black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “black or African American.”

Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Hispanic or Latino (All races) – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Hispanic or Latino (White race only) – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of the White race.

Hispanic or Latino (all other races) – A person of Mexican, Puerto Rican, Cuban, Central or south American, or other Spanish culture or origin, and of any race other than White.

Race missing or unknown – Applies to **Applicants only** where a resume or application that is screened is received without any racial or ethnic identification and no further contact is made with the applicant.