



Green Hills Head Start

205 West 18th Street
PO Box 177
Trenton, MO 64683
Office: 660-359-2214
Fax: 660-359-5787

Employment Application

Return this application to PO Box 177,
Trenton, MO 64683 or fax to 660 359 5787
or email to hskids@sbcglobal.net.

PERSONAL

Date

Last Name	First Name
Street Address	City, State & Zip
Main Phone	Secondary Phone
Position Applied For-1st Choice	2nd Choice
Have you ever been convicted of a crime? No or Yes (If yes, attach a sealed confidential explanation. Do not include convictions which have been sealed by a court.)	
List names of relatives working for Head Start and their relationship to you:	
1. Relative's Name & Relationship	
2. Relative's Name & Relationship	

EMPLOYMENT HISTORY

1	Company Name	Telephone
	Address	Supervisor Name
	Employed From (month/year)	Reason for Leaving
	Job Title/Describe Your Work:	
2	Company Name	Telephone
	Address	Supervisor Name
	Employed From (month/year)	Reason for Leaving
	Job Title/Describe Your Work:	
3	Company Name	Telephone
	Address	Supervisor Name
	Employed From (month/year)	Reason for Leaving
	Job Title/Describe Your Work:	
4	Company Name	Telephone
	Address	Supervisor Name
	Employed From (month/year)	Reason for Leaving
	Job Title/Describe Your Work:	

EDUCATION

Name/Location of High School attended	Did you graduate?	
Name/Location of Business/Trade School attended	Did you graduate?	Degree Type
Name/Location of College attended	Did you graduate?	Degree Type
Name/Location of Graduate School attended	Did you graduate?	Degree Type

MISCELLANEOUS

List office machines, equipment and computer software you can operate effectively

List three people, not related to you, that can evaluate your job performance

1. Name	Address	Phone
2. Name	Address	Phone
3. Name	Address	Phone

NCMC/Green Hills Head Start is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, genetic information, veteran status, ancestry, gender identity or expression, or sexual orientation in its educational programs, activities, admissions, or employment practices as required by Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Americans with Disabilities Act, other applicable statutes and college policy. Sexual harassment, to include sexual violence, is a form of sex discrimination and is prohibited. Inquiries concerning these statutes and nondiscrimination policies should be referred to the College President, Dr. Lenny Klaver, Frey Administrative Center, 1301 Main Street, Trenton, MO 64683. Phone 660-359-3948, ext. 1200, or lklaver@mail.ncmissouri.edu.

I authorize NCMC/Green Hills Head Start to verify any information contained within this application and contact references I have provided. I release NCMC/Green Hills Head Start from all liability that might result from making an investigation. I understand that neither completion of this application nor any other part of the consideration for employment process, establishes any obligation for NCMC/Green Hills Head Start to hire me. I understand that no representative of NCMC/Green Hills Head Start has the authority to make any assurance to the contrary.

I attest with my signature below I have given true and complete information on this application and no requested information has been concealed. If any information I have provided is untrue or concealed, I understand this will constitute cause for the denial of employment or immediate dismissal.

Date	Signature
------	-----------