

***Wild Plum Center for Young Children and Families***

82 21<sup>st</sup> Avenue Suite B

Longmont, CO 80501

Phone: 303.776.8523

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**JOB APPLICATION**

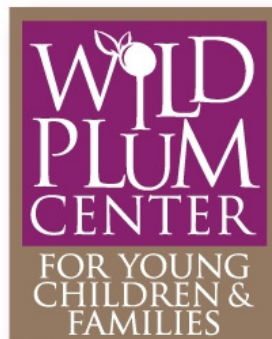
Dear Applicant:

Welcome to the Wild Plum Center!

We are pleased you are applying for a position with us. We are a non-profit organization, which administers the Longmont Head Start Program. Our mission is *to collaboratively develop learners through community-centered services*. If you would like to become a part of our program, please complete the following application for employment.

You will be contacted for an interview when your skills are suited to a job opening. If there are no current openings, your application will be retained for one year and reviewed whenever an appropriate position is available.

Thank you for your interest in our program. If you have any questions please feel free to call us.



**The Wild Plum Center is an Equal Opportunity Employer**

and does not discriminate because of race, color sex, national origin or disability.

# Application for Employment

PERSONAL	Last Name _____ First _____ Middle _____		Date _____
	Street Address _____		Home Phone _____
	City, State, Zip _____		Business Phone _____
	Position Desired _____		<input type="checkbox"/> Full time <input type="checkbox"/> Part time
	Are you able to perform all the functions of the position for which you are applying?		
	Other special training or skills which you believe will assist you in performing the job for which you are applying: Type _____ wpm    Computer Software (Specify) _____ Speak Spanish (specify fluency level) _____    Read/Write Spanish _____ Other (Specify) _____		
	How did you learn of our organization? Newspaper Ad    Telephone Book    Other _____    Referred by _____		
	Have you worked for us before? ___ No ___ Yes    If yes, when?		
	List any relatives working for us:		
	If hired, on what date will you be available to start work?		
Person to be notified in case of accident or emergency			
Name: _____ Relationship: _____			
Address: _____ Phone: _____			

EDUCATION	Please describe any education, courses of study, etc., which causes you to meet the qualifications of the job for which you are applying or which may assist you in performing the job for which you are applying.					
		Name and Location of School	Course of study	# of years completed	Did you Graduate?	Degree or Diploma
	High School				Yes No	
	College				Yes No	
	University				Yes No	
	Other				Yes No	

Please state any other information, which you feel, would be helpful to use in considering your application.



**Please list three (3) references** (should not be relatives):

Name	Type of Reference	Phone	Years Known
1)	Work Reference Personal Reference		
2)	Work Reference Personal Reference		
3)	Work Reference Personal Reference		

I affirm that all information provided on this employment application is true and complete to the best of my knowledge, and that, if employed, any pertinent misstatement or omission of fact on this application may be grounds for dismissal. I authorize Wild Plum Center to investigate all statements and information provided on this application by contacting references, supervisors and employers herein named or in any resume I submit, and in any interview in which I may participate.

I understand that I will be subjected to background investigations including areas of criminal record, driving record and prior employment. Upon request, I agree to promptly submit to such testing and/or investigation as the Wild Plum Center deems necessary or appropriate in connection with this application, and I understand that failure to submit to any such test will result in refusal of employment. In addition, I agree to complete health evaluation forms as requested. I hereby authorize the Wild Plum Center to supply information obtained from tests, investigations and evaluations, or otherwise contained in my personnel and medical file, to any government agency or other party with a lawful or proper interest therein.

If employed by the Wild Plum Center, I will comply with all rules and regulations set forth in the Policies and Procedures Manual and in any other communications distributed to employees.

I UNDERSTAND THAT THIS APPLICATION DOES NOT CONSTITUTE AN OFFER OF EMPLOYMENT, AND THAT IT DOES NOT CREATE, NOR IS IT INTENDED TO CREATE, A CONTRACT OF EMPLOYMENT. I UNDERSTAND THAT EMPLOYMENT WITH THE LONGMONT CHILDREN'S COUNCIL MAY BE TERMINATED AT WILL, WHICH MEANS THAT EMPLOYMENT WITH SAID AGENCY CAN BE TERMINATED AT ANY TIME, BY THE EMPLOYER OR BY ME, WITH OR WITHOUT PRIOR NOTICE, WARNING OR DISCIPLINARY ACTION, AND FOR ANY OR NO REASON WITH OR WITHOUT CAUSE.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date