

St. Clair County Head Start
 21685 U. S. Hwy.231 N. • Old Coal City School
 P. O. Box 641
 Pell City, Alabama 35125
 Phone: (205) 338-9694 Fax: (205) 338-3215



APPLICATION FORM FOR STAFF

(including caregivers, employees, teachers, substitutes, volunteers, cooks, bus drivers, domestic workers)

Date of Application _____

Position _____

Date Hired _____

Name:	Last Maiden (if applicable)	First	Middle
Address:	Street: _____ City: _____ State: _____ Zip Code: _____		
Telephone Number:	() _____ Date of Birth: _____		
Driver's License Number:	_____ Expiration Date of Driver's License _____		

EDUCATION

EDUCATION	School/Institution	Dates Attended	Diploma/Degree/Certificate
Elementary			
High School			
College			
Graduate			
Other			

CHILD CARE TRAINING:

List all courses, workshops, and conferences related to child development and early childhood education. Attach additional pages if necessary. Attach copies of certificates received.

Title of course/ workshop/conference	Sponsor	Location	Date(s)	Number of hours

MISSION STATEMENT

We are dedicated to providing services for children and their families in order to empower them to succeed.

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EMPLOYMENT HISTORY:

List in order beginning with your most recent employment. Attach additional pages if necessary.

Employer	Employer's Address	Position/Job	Date(s) Worked	Reason for leaving

REFERENCES:

List at least three persons who are not related to you by blood, marriage, or adoption, to be contacted as references.
At least one must be a former employer. Addresses must be complete and accurate.

Name : _____
Last First Middle

Address: _____

Street _____ City _____

State _____ Zip Code _____ Area Code () Telephone Number _____

Name : _____
Last First Middle

Address: _____

Street _____ City _____

State _____ Zip Code _____ Area Code () Telephone Number _____

Name : _____
Last First Middle

Address: _____

Street _____ City _____

State _____ Zip Code _____ Area Code () Telephone Number _____

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Criminal History Background Information Checks:

In accordance with Alabama law, (Code of Alabama 1975, Title 38, Chapter 13, effective November 1, 2000), the criminal history background information check shall be completed on each substitute, caregiver, volunteer, and domestic worker, as well as any other person who has contact with the children or unsupervised access to the children shall be reviewed.

Current Criminal Charges:

Are there any current criminal charges against you? _____

If yes, give details.

Clearance of State Central Registry on Child Abuse/Neglect

A completed REQUEST FOR CLEARANCE OF STATE CENTRAL REGISTRY ON CHILD ABUSE/NEGLECT (DHR-DFC-1598) shall be obtained for each caregiver, substitute, volunteer, domestic worker, and any other person who has contact with the children or unsupervised access to the children.

By signing this form, I am affirming that the above statements I have made are true and factual to the best of my knowledge; and I am granting permission for all persons, organizations, or agencies listed above to be contacted for information regarding my background.

Signature

Date

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