



EL GRITO INC.



Employment Application

All applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, marital or veteran status, medical condition or disability, or any other status protected by law. We are an Equal Opportunity Employer.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Position Applied for: _____

Date Available: _____ Desired Yearly Salary: \$ _____

Available to work: Full Time _____ Part Time _____ Temporary _____

Are you legally authorized to work in the United States? YES NO

Are you of legal age to work? YES NO If NO, a work permit will be required.

Head Start Parent? Current _____ Former _____

Do you have any relatives working with El Grito Head Start? YES NO

Have you ever been convicted of a felony?

(Conviction will not necessarily disqualify an applicant from consideration for employment.)

YES NO

Or a DWI Violation? YES NO

If yes, explain: _____

Do you have a Valid New Mexico Driver's License? YES NO If YES, what class? _____ Other _____

Have you ever had your driver's license revoked or suspended? YES NO

PLEASE **COMPLETE THIS APPLICATION IN FULL AND ATTACH A LETTER OF INTENT.** A RESUME MAY BE ATTACHED TO SUPPLEMENT, BUT NOT REPLACE REQUESTED INFORMATION. FAILURE TO FULLY COMPLETE **ALL SECTIONS** WILL RESULT IN DISQUALIFICATION OF APPLICATION.

Education

Do you have a High School Diploma? YES NO or GED Certificate? YES NO

Highest Grade Completed _____

High School: _____ Date Completed: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Date Completed: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Date Completed: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three personal references.

Full Name: _____ Years known: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Years known: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Years known: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

(Start with most recent employer)

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Special Skills/Training Knowledge

Professional/Trade License: Type _____ Year Issued _____ Still Current? YES NO

NM State Certification # _____

Technical Skills & Abilities: _____

Languages Spoken: _____ Read: _____

Understand: _____

List any business machines, equipment or commercial vehicles you are qualified and experienced to operate:

List any other education, training, special skills, or certificates/licenses you possess related to this job:

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

Reserve Status: _____

Are you now an active member of the U.S. Reserve or National Guard? YES NO

Disclaimer and Signature

The above information is true and complete to the best of my knowledge. Should El Grito Inc. employ me, any misrepresentation or false statements contained herein may be considered cause for possible dismissal. El Grito Inc. has my permission to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment and personal history. I release all parties from any possible damages resulting from disclosing such information contained in any reports furnished to El Grito Inc.

I understand this application does not constitute an employment contract of any kind. Should El Grito Inc. employ me, I may resign such employment at any time at my discretion with or without prior notice and the Agency may terminate my employment at any time at their discretion, with or without cause and with or without prior notice.

Signature of Applicant: X _____ Date: _____

DO NOT WRITE BELOW THIS LINE

INTERVIEW DATE: ____ / ____ / ____

Interview Team: _____

Meets Education Requirements: YES NO

Accepted for Employment: YES NO

Position: _____

Starting Rate: \$ _____ per Hour Week

Scheduled to Start Work: ____ / ____ / ____

Board Approval: YES NO N/A Date: ____ / ____ / ____

P.C. Approval: YES NO N/A Date: ____ / ____ / ____

EMPLOYMENT HISTORY AND REFERENCES
STAFF RECORDS

NAME _____ **POSITION** _____ **DATE OF HIRE** _____
ADDRESS _____

LAST THREE (3) YEARS OF EMPLOYMENT HISTORY – EXPLAIN GAPS IF MORE THAN (1) MONTH

From: _____ To: _____
Company: _____ Phone: _____
Address: _____ Supervisor: _____
Verified by: _____ Date: _____

From: _____ To: _____
Company: _____ Phone: _____
Address: _____ Supervisor: _____
Verified by: _____ Date: _____

From: _____ To: _____
Company: _____ Phone: _____
Address: _____ Supervisor: _____
Verified by: _____ Date: _____

PLEASE LIST THREE (3) CHARACTER REFERENCES NOT RELATED TO YOU
(OTHER THAN THOSE LISTED ABOVE)

Full Name: _____ Years known: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Years known: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Years known: _____
Company: _____ Phone: _____
Address: _____

Signature **Date**