

EAST MISSOURI ACTION AGENCY, INC.
403 Parkway Drive, Post Office Box 308
Park Hills, Missouri 63601
“An Equal Opportunity Employer”

APPLICATION FOR EMPLOYMENT

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status or the presence of non-job-related conditions or disabilities. If you need assistance completing this application, please notify Human Resources or local staff member.

PLEASE PRINT

Date _____

Name _____
First Middle Last

Address _____
Street City State Zip Code

Daytime Phone _____ Evening Phone _____

Position(s) applied for _____

Reason for interest in job _____

How did you hear about us? _____

Have you been employed by EMAA before? _____ Employment date(s) _____

Are you now or have you ever been a Head Start parent? Yes No

Do you have a relative who is presently employed by EMAA or who serves on the Board of Directors or on the Head Start Policy Council? Yes No Who? _____ Relationship _____

Are you over the age of 18? Yes No

Can you travel if required? Yes No Do you have reliable transportation? Yes No

Have you ever been convicted of a felony? (A conviction will not necessarily disqualify you.) Yes No

If yes, please explain: _____

Are you legally eligible for employment in the United States? Yes No

(If offered employment, you will be required to provide documentation to verify eligibility.)

EDUCATIONAL BACKGROUND (If this information is included on your attached resume, check here and go to next section) _____

TYPE OF SCHOOL	SCHOOL NAME	LOCATION	MAJOR	DEGREE/YEAR
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HIGH SCHOOL _____

COLLEGE _____

GRADUATE SCHOOL _____

VOCATIONAL/OTHER _____

Please summarize any special skills or other qualifications you have. _____

Is there anything else you would like us to know about you? _____

PERSONAL REFERENCES (If this information is included on your attached resume, check here and go to next section) _____

List three references who are not relatives or close friends.

NAME/OCCUPATION	ADDRESS	DAYTIME PHONE
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1. _____

2. _____

3. _____

EMPLOYMENT EXPERIENCE (If this information is included on your attached resume, check here and go to next section) _____
Begin with your most recent/current position; include military or volunteer experience.

Employer _____ Dates worked _____ to _____
Address _____
Phone _____
Job title _____ Supervisor _____
Work performed _____
Wages: Starting _____ per _____ Ending _____ per _____
Reason for leaving _____

Employer _____ Dates worked _____ to _____
Address _____
Phone _____
Job title _____ Supervisor _____
Work performed _____
Wages: Starting _____ per _____ Ending _____ per _____
Reason for leaving _____

Employer _____ Dates worked _____ to _____
Address _____
Phone _____
Job title _____ Supervisor _____
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Wages: Starting _____ per _____ Ending _____ per _____
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Employer _____ Dates worked _____ to _____
Address _____
Phone _____
Job title _____ Supervisor _____
Work performed _____
Wages: Starting _____ per _____ Ending _____ per _____
Reason for leaving _____

Please initial below where appropriate (you may initial more than one)

- I consent for EMAA to contact my previous employers for release of records and to discuss my performance.
 I consent for EMAA to contact _____ at my present employer to discuss my performance.
(Suggested contact person)
 I do not wish to have my present employer contacted.

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize EMAA to verify their accuracy and to obtain reference information on my work performance. I hereby release EMAA from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ Date _____