



Opportunities for Broome, Inc

56-58 Whitney Ave, Binghamton, NY 13901 – (607) 723-6493



EMPLOYMENT APPLICATION

You must complete all pages of this application even if you will be attaching a resume.
(Separate application for each position required/photo copies of completed applications are acceptable.)

JOB TITLE/POSITION: (do not leave blank) _____

PERSONAL DATA

Name: _____

Address: _____ Apartment # _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

* Have you ever been employed by Opportunities for Broome or Head Start? _____
If yes, when _____

* Date available to begin employment: _____

* Are you related to any current Opportunities for Broome board members? _____
If yes, provide names of relatives: _____

* Are you related to any current Opportunities for Broome or Head Start employees? _____
If yes, provide names of all relatives: _____

* Are you a current Head Start parent? _____

How did you hear about the position? ___ Newspaper ___ Word of Mouth ___ Web Site
Are you interested in ___ Full Time ___ Part Time ___ Either Full or Part Time ___ On Call

SPECIAL SKILLS

Driver's License ___

Other Licenses/Certifications _____

Foreign Language/Specify Language _____
Proficiency level ___ Beginner ___ Intermediate ___ Advanced

CPR/First Aid ___

COMPUTER SKILLS

Word Processing _____

Data Base _____

Spreadsheet _____

Keyboarding (words per minute) _____

E-mail (level) ___ Beginning ___ Intermediate ___ Advanced

Internet (level) ___ Beginning ___ Intermediate ___ Advanced

Other _____

EDUCATION Do you have a high school diploma or GED certificate? _____
Circle highest grade completed in school: 9 10 11 12

List Colleges, Nursing, Military, Trades, Business or other schools attended. List enough education to meet the requirements of the job. Please attach copies of all transcripts and/or diplomas you wish to be considered for employment (teacher applications require transcripts).

Name & Location of School	Course of Study	Credits Earned	Dates Attended	Graduated	Degree
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

WORK EXPERIENCE (if work history includes educational environments include age range of children)

Name and Address of Employer: _____ **Supervisor's Name & Telephone:** _____

Your Title: _____ Your Duties: _____

From: Mo. & Yr. To: Mo. & Yr. _____

Total Time: Hours per _____
Years week _____
Months _____
Weekly Pay – Begin: _____ End: _____
Reason for Leaving: _____

May we contact this employer?

Name and Address of Employer:

Supervisor's Name & Telephone:

Your Title: _____

Your Duties: _____

From: Mo. & Yr. To: Mo. & Yr.

Total Time: Hours per
Years week
Months

Weekly Pay – Begin: _____ End: _____
Reason for Leaving: _____

May we contact this employer?

Name and Address of Employer:

Supervisor's Name & Telephone:

Your Title: _____

Your Duties: _____

From: Mo. & Yr. To: Mo. & Yr.

Total Time: Hours per
Years week
Months

Weekly Pay – Begin: _____ End: _____
Reason for Leaving: _____

May we contact this employer?

PERSONAL REFERENCES Please list at least three references other than family members or domestic partners who have first-hand knowledge of your ability, character, and personality. Complete this section even if you are including a resume.

Name	Relationship	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please explain any previous experience you have had with Head Start.

VOLUNTEER EXPERIENCE and COMMUNITY ACTIVITIES

Name & Address of Organization

Supervisor's Name & Phone

Your Title _____
From: Mo. & Yr. To: Mo & Yr.

Your Duties _____

Total Time
Years Months Hours per week

Name & Address of Organization

Supervisor's Name & Phone

Your Title _____
From: Mo. & Yr. To: Mo & Yr.

Your Duties _____

Total Time
Years Months Hours per week

Name & Address of Organization

Supervisor's Name & Phone

Your Title _____
From: Mo. & Yr. To: Mo & Yr.

Your Duties _____

Total Time
Years Months Hours per week

ADDITIONAL INFORMATION – Explain your expectation of working for a non-profit agency and also please provide any additional information you wish to include on your application.



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An EEO Employer

Opportunities for Broome, Inc. is an equal opportunity employer. Our agency does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, physical or mental disability, arrest record, or any other protected classification.

1. I understand that documentation of employment eligibility for compliance with the U.S. Immigration Control and Reform Act is required at the time of hire.
2. I understand that enrollment in the Child Care Division – Criminal History Registry is required at time of hire.
3. I understand that employment with Broome County Head Start is contingent upon final approval by the Head Start Parent Policy Council.
4. I certify that the information contained in this application is correct to the best of my knowledge, and I understand that falsifications and/or omissions in any detail are grounds for disqualification from consideration for employment or if hired for dismissal from employment.

Signature of Applicant

Date

I understand that consideration for employment is contingent on the results of a reference and background check. I authorize Opportunities for Broome, Inc. to investigate the truthfulness of all statements made on this application and to contact my former employers, other listed references or any other persons who can verify information.

I further authorize Opportunities for Broome, Inc. to discuss the results of any investigation with all of their employees who are involved in the hiring process. I further authorize all contacted persons and the former employers to provide information concerning this application, past work experience, my background and suitability of employment and I release each such persons and former employers from liability for providing such information.

Signature of Applicant

Date