

**Colorado Early Education Network  
Employment Application**



Today's Date: \_\_\_\_\_

**-For HR Use Only-**  
New Hire Paperwork (2hrs): \_\_\_\_\_  
Training and Orientation (16hrs): \_\_\_\_\_  
Start Date at Center/Main Office: \_\_\_\_\_

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

PHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

- ARE YOU WILLING TO PROVIDE FINGERPRINTS AND CONSENT, IN WRITING, TO DISCLOSE OF INFORMATION CONCERNING ANY PRIOR CRIMINAL ARRESTS, CHARGES AND/OR CONVICTIONS?  YES  NO
- HAVE YOU EVER BEEN CONVICTED OF A FELONY?  YES  NO
- ARE YOU 18 YEARS OR OLDER?  YES  NO
- ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THIS COUNTRY?  YES  NO

By Federal Law, we conduct a criminal background check for all applicants under immediate consideration for employment. A criminal record is not an automatic bar to employment. The relevancy of an arrest, pending criminal charge or conviction will be individually assessed.

How did you hear about CEEN?

- Indeed or Zip Recruiter
- Other \_\_\_\_\_
- AIMs website, Greeley Tribune
- CEEN employee \_\_\_\_\_
- Friend

More than one position may be open for hire at a time. Of the positions *currently* open for hire *see advertisements*); check ALL of the following positions that are you are qualified for and interested in applying for:

- Head Start or Early Head Start Site Education Manager II or III
- Head Start Site Education Manager I (teacher)
- Early Head Start Infant Nursery Supervisor
- Head Start Preschool Teacher or Assistant Teacher
- Early Head Start Infant or Toddler Teacher or Assistant Teacher
- Head Start or Early Head Start Family Services Tech
- Head Start or Early Head Start Program Aid or Janitor
- Instructional Coach
- Office Staff

Position(s) I am applying for at this time: \_\_\_\_\_

How many total years have you worked for Head Start or Early Head Start? \_\_\_\_\_

Describe any specialized training, apprenticeship or skills that will contribute to your success in this position:

\_\_\_\_\_

Describe (and attach documentation) showing how you meet the qualifications listed for the position(s) that you're applying for:

\_\_\_\_\_

Please list all languages which you speak and/or write. For each language, please state your level of proficiency in both speaking and writing (some/good/fluent):

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Are you a current or former Head Start or Early Head Start program participant (parent or child)? \_\_\_\_\_

**ESSENTIAL FUNCTIONS FOR ALL EMPLOYEES**  
**ALL employees must be able to perform these essential functions:**

1. Able to observe, see, hear and respond to children's needs, emergencies, and conflicts that might occur in a classroom, on the playground, in bathrooms, and common areas.
2. Able to lift 50 pounds from the floor to a waist high table 15 times daily.
3. Able to reach a child 30 feet away within 10 seconds without danger to the staff person's health.
4. Able to crouch to a child's height, maintain eye contact at the child's level, sit on the floor, and stand tall enough to reach children on the highest piece of equipment
5. Able to determine cognitive, social, and physical needs of children *and* communicate in writing and at a level that a parent and/or other staff are able to understand and respond.
6. Able to handle the stress, tension, and exasperation that contact with many children and parents bring every day without a negative impact.

*I understand that to be employed by Colorado Early Education Network, I must be able to perform the above essential functions. I also understand that enrollment and work needs change from day to day and from season to season. In order to maintain Head Start licensing ratios and to be cost efficient, staff may be assigned to different classrooms, job descriptions, or centers based on company need. Job descriptions for each job/ position are included in the Forms section of the Colorado Early Education Network Staff Personnel Policies and Procedures Handbook.*

*Every application used in the state of Colorado for with a child care facility, or for the certification of a foster home, shall include the following notice to the applicant "Any applicant who knowingly or willfully makes a false statement of any material feat or thing in the application is guilty of perjury in the second degree as defined in section 18-8-503, CRS and upon conviction thereof, shall be punished accordingly." In addition: "I certify that all information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representatives, other than its Executive Director or Program Director, and then only when in writing and signed by the Executive Director or Program Director, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."*

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**CEEN Head Start and Early Head Start**

<b>EDUCATION</b>	<b>NAME AND LOCATION OF SCHOOL</b>	<b>DEGREE RECEIVED (AA, AAS, BA, MA)</b>	<b>Major or Field of Degree</b>
<b>HIGH SCHOOL</b>			
<b>COLLEGE</b>			
<b>OTHER (SPECIFY)</b>			

**FORMER EMPLOYERS**

<b>DATE (MONTH and YEAR)</b>	<b>NAME OF EMPLOYER and PHONE NUMBER</b>	<b>POSITION</b>	<b>REASON FOR LEAVING</b>
<b>FROM TO</b>			
<b>FROM TO</b>			
<b>FROM TO</b>			

**REFERENCES - 2 references familiar with your work skills and ability; and 1 personal.**

<b>NAME</b>	<b>PHONE</b>	<b>BUSINESS</b>	<b>YEARS AQUAINTED</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			

