



HEAD START of Greater Dallas, Inc. APPLICATION FOR EMPLOYMENT

3954 Gannon Lane
Dallas, Texas 75237-2919
Phone (972) 283-6400
Fax (972) 296-6554
E-mail hr@hsgd.org

INSTRUCTIONS AND INFORMATION

- PLEASE COMPLETE ALL PAGES OF THE APPLICATION FOR EMPLOYMENT FULLY AND LEGIBLY.
- FURNISHING INFORMATION IS MANDATORY, UNLESS OTHERWISE STATED.
- RESUME AND SUPPORTING MATERIAL MAY BE ATTACHED; RESUME CANNOT BE USED TO REPLACE EMPLOYMENT HISTORY.
- APPLICATION MAY BE SUBMITTED IN PERSON/BY FAX/BY MAIL/OR BY EMAIL
- A SEPARATE APPLICATION MUST BE SUBMITTED FOR EACH OPENING.
- APPLICATIONS AND SUPPORTING MATERIALS WILL NOT BE RETURNED.

Criminal background investigations are required for all positions. Your signature on the application is your consent and authorization for HEAD START of Greater Dallas, Inc. or its authorized agent to conduct a criminal background investigation.

HEAD START of Greater Dallas, Inc. will consider applicants for all positions without regard to race, color, creed, national origin, religion, age (over 40), sex, marital status, veteran status or physical or mental handicap, (except where a reasonable bona fide occupational qualification exists).

HEAD START of Greater Dallas, Inc. is an equal opportunity employer. HEAD START of Greater Dallas, Inc. undertakes affirmative action to assure equal employment opportunity for underutilized minorities, women, and for persons with disabilities. HEAD START of Greater Dallas, Inc. policy is to be consistent with the provisions of applicable state and federal law. Inquiries regarding HEAD START of Greater Dallas, Inc. equal employment opportunity policies may be directed to:

**HSGD Human Resources Director
3954 Gannon Lane
Dallas, TX 75237-2919
(972) 283-6400
Fax: (972) 296-6554**

Position Applied for

Revised 04/21/08



HEAD START of Greater Dallas, Inc. APPLICATION FOR EMPLOYMENT

Please print clearly using a pen.

Position Title: _____

Name: _____
(Last) (First) (Middle)

Address: _____
(Number & Street) (City) (State) (Zip)

Telephone: _____
(Home) (Business) (Message)

Social Security Number: _____ - _____ - _____

1. You must be at least 18 years of age in order to be employed by HSGD.
Do you meet this requirement? () **Yes** () **No**
2. Can you provide proof of eligibility and legal authority to work in the United States, if a job offer is made?
() **Yes** () **No**
3. Are you available to work: (check all appropriate boxes)
() East Dallas Area () Willing to work any area of Dallas
() South Dallas Area
() North Dallas Area
() West Dallas Area
4. Do you have any relatives employed by HSGD? () **Yes** () **No**
(If yes, please provide name(s), department(s), Triad(s), center(s), and relationship(s).)

Questions 5 and 6 MUST BE ANSWERED for application to be considered

5. Have you ever been convicted of a felony or misdemeanor or under indictment for, or are the subject of an official criminal complaint alleging violation of any of the crimes listed in Sections 19-25 and Section 43 of the Texas Penal Code (see attachment) or any other felony and/or misdemeanor in Texas or any other state? Yes () No ()

Explain: _____

If you answered YES, application process is terminated. Do not proceed any further. Please return this application form to Human Resources.

6. Have you ever been a HEAD START of Greater Dallas, Inc. parent
() **Yes** () **No**

If yes please give dates: From _____ To _____

7. Have you ever worked for HEAD START of Greater Dallas, Inc.? () **Yes** () **No**
If YES, please list dates you were employed by HSGD: **From:** _____ **To:** _____
8. Driver's license # _____ State: _____

9. Education and Training (include military training). You may attach additional information.

High School Degree, College Degree, Certification, Training, Licensing must be accompanied by documentation to verify educational requirements.

Highest grade completed: (circle one) 1 2 3 4 5 6 7 8 9 10 11 *12 * Do not circle 12 unless you have received a diploma.		Name and location of last school attended: (High School, Junior, Middle or Elementary School) Name: _____ Location : _____ (City) (State)
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Do you possess a certificate of high school equivalence (G.E.D.)?

() Yes () No

COLLEGES AND UNIVERSITIES ATTENDED

Names and Locations	Dates Attended		Credit Hours		Degrees Received	Major/Minor
	From	To	Semester	Quarter		

GRADUATE OR PROFESSIONAL SCHOOL

Names and Locations	Dates Attended		Credit Hours		Degrees Received	Major/Minor
	From	To	Semester	Quarter		

SPECIAL TRAINING – BUSINESS, TRADES, VOCATIONAL, ARMED FORCES, SCHOOLS, ETC.

Names & Locations of Schools, Training Centers, Institutions, Etc.	Dates Attended		Courses or Subjects Taken	Credit Hours	Certificates Received or Other Pertinent Information
	From	To			

LICENSES

Professional License Issued By:	Field/Trade Specialization	License Number	Date of Issue	Expiration Date

10. Language: _____ () Speak () Read () Write () Interpret/Translate

11. Employment Record: List your present and most recent employer first. Describe your employment history, accounting for all time during at least the past five years. You may include volunteer and paid experience. **DO NOT** substitute a resume. You may attach additional information.

Employment Record.

Employer: _____

Address: _____

Immediate Supervisor & Title: _____

Telephone: _____ Your Job Title: _____

Dates Employed: From: _____ To: _____ Salary: \$ _____

May we contact? () Yes () No

Job Duties (Brief statement; be sure to list all duties related to this position): _____

Reason for Leaving: _____

Employer: _____

Address: _____

Immediate Supervisor & Title: _____

Telephone: _____ Your Job Title: _____

Dates Employed: From: _____ To: _____ Salary: \$ _____

May we contact? () Yes () No

Job Duties (Brief statement; be sure to list all duties related to this position): _____

Reason for Leaving: _____

Employer: _____

Address: _____

Immediate Supervisor & Title: _____

Telephone: _____ Your Job Title: _____

Dates Employed: From: _____ To: _____ Salary: \$ _____

May we contact? () Yes () No

Job Duties (Brief statement; be sure to list all duties related to this position): _____

Reason for Leaving: _____
Employer: _____

Address: _____

Immediate Supervisor & Title: _____

Telephone: _____ Your Job Title: _____

Dates Employed: From: _____ To: _____ Salary: \$ _____

May we contact? () Yes () No

Job Duties (Brief statement; be sure to list all duties related to this position): _____

Reason for Leaving: _____

PLEASE LIST THREE (3) PERSONAL REFERENCES

Name Phone Number Years Known

Name Phone Number Years Known

Name Phone Number Years Known

Under federal law, HSGD may employ only individuals who are legally able to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986. All employees of HSGD are “employees at will.” “If you are hired, HSGD or you may terminate your employment relationship at any time and for any legal reason.”

I authorize my previous employers, school or persons listed as references to give any information regarding employment and/or school records. I agree that this company and my previous employers will not be held liable in any respect if a job offer is not extended or is withdrawn.

I understand that if the information I have provided is found to be false, misrepresented or omitted, it will be sufficient cause to cancel the employment process as immediate discharge from HEAD START of Greater Dallas, Inc. service when it is disclosed. Criminal background investigations are required for all positions. Your signature below is your consent and authorization for Head Start of Greater Dallas, Inc. or its authorized agent to conduct a criminal background investigation.

Signature: _____ Date: _____



HEAD START of Greater Dallas, Inc. Affirmative Action Data Record.

Employees are treated during employment without regard to race, color, creed, national origin, religion, age (over 40), sex, marital status, veteran status or physical or mental handicap, (except where a reasonable bona fide occupational qualification exists).

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file, and will not be considered when determining whether you will be hired. Please note:

YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

(Please Print)

Referral Source:

Advertisement
 Employee
 Relative
 Private Employment Agency
 Friend
 Walk-In
 Government Employment Agency
 Website

COMPLETE ONLY THE SECTIONS BELOW THAT HAVE BEEN MARKED

X	Current Job
X	Check One: () Male () Female
X	Check one of the following: (Ethnic origin) () White () Hispanic/Latino () Native Hawaiian/Pacific Islander () Black/African American () Two/more races () Asian
X	Check if any of the following is applicable: () Vietnam Era Veteran () Disabled Veteran () Disabled Individual
X	Birth Date:



HEAD START of Greater Dallas, Inc. Criminal Offenses from the Texas Penal Code

Appendix IV: Certain Criminal Offenses in the Texas Penal Code and the Health and Safety Code Note: An offense term in the Texas Penal code or under the Texas Controlled Substance Act may change during a legislative session. Some offenses in the Titles listed in this appendix have changed over the past few years. This appendix focuses specifically on the offenses listed under [DFPS] Rules, 40 TAC §745.651 (a) and (b). Not included are offenses under §745.651 (c) or any like offense under the law of another state or federal law that a person committed within the past ten years.

OFFENSES UNDER THE TEXAS PENAL CODE

Title 4. Inchoate Offenses

Chapter 15 Preparatory Offenses

§15.031. Criminal Solicitation of a Minor

Title 5. Offenses Against the Person

Chapter 19. Criminal Homicide

§19.02. Murder

§19.03. Capital Murder

§19.04. Manslaughter

§19.05. Criminally Negligent Homicide

Chapter 20. Kidnapping and Unlawful Restraint

§20.02. Unlawful Restraint

§20.03. Kidnapping

§20.04. Aggravated Kidnapping

§20.05. Unlawful Transport

Chapter 21. Sexual Offenses

§21.06. Homosexual Conduct

§21.07. Public Lewdness

§21.08. Indecent Exposure

§21.11. Indecency With a Child

§21.15. Improper Photography or Visual Recording

Chapter 22. Assaultive Offenses

§22.01. Assault

§22.011. Sexual Assault

§22.015. Coercing, Soliciting, or Inducing Gang Membership

§22.02. Aggravated Assault

§22.021. Aggravated Sexual Assault

§22.04. Injury to a Child, Elderly Individual, or Disabled Individual

§22.041. Abandoning or Endangering a Child

§22.05. Deadly Conduct

§22.07. Terroristic Threat

§22.08. Aiding Suicide

§22.09. Tampering With Consumer Product

§22.10. Leaving a Child in a Vehicle

§22.11. Harassment by Persons in Certain Correctional Facilities

Title 6, Chapter 25. Offenses Against the Family

§25.01. Bigamy

§25.02. Prohibited Sexual Conduct

§25.03. Interference With Child Custody

§25.031. Agreement to Abduct From Custody

§25.04. Enticing a Child

§25.05. Criminal Nonsupport

§25.06. Harboring a Runaway Child

§25.07. Violation of Protective Order or Magistrate's Order

§25.071. Violation of Protective Order Preventing Offense Caused by Bias or Prejudice.

§25.08. Sale or Purchase of Child

§25.09. Advertising for Placement of Child

Title 7, Chapter 29 Offenses Against Property

§29.02. Robbery

§29.03 Aggravated Robbery

Title 8. Offenses Against Public Administration

Chapter 38 Obstructing Governmental Operation

§38.17. Failure to Stop or Report Aggravated Sexual Assault of a Child

Title 9. Offenses Against Public Order and Decency

Chapter 42. Disorderly Conduct and Related Offenses

§42.072 Stalking

Chapter 43. Public Indecency

Subchapter A. Prostitution

§43.02. Prostitution

§43.03. Promotion of Prostitution

§43.04. Aggravated Promotion of Prostitution

§43.05. Compelling Prostitution

Subchapter B. Obscenity

§43.22. Obscene Display or Distribution

§43.23. Obscenity

§43.24. Sale, Distribution, or Display of Harmful Material to Minor

§43.25. Sexual Performance by a Child

§43.251. Employment Harmful to Children

§43.26. Possession or Promotion of Child Pornography

Title 10. Offenses Against Public Health, Safety, and Morals

Chapter 46. Weapons

§46.13. Making a Firearm Accessible to a Child

Chapter 49. Intoxication and Alcoholic Beverage Offenses

§49.02. Public Intoxication

§49.031. Possession of Alcoholic Beverage in Motor Vehicle

§49.04. Driving While Intoxicated

§49.05. Flying While Intoxicated

§49.06. Boating While Intoxicated

§49.065. Assembling or Operating an Amusement Ride While Intoxicated

§49.07. Intoxication Assault

§49.08. Intoxication Manslaughter

§49.09. Enhanced Offenses and Penalties

OFFENSES UNDER THE HEALTH AND SAFETY CODE

Chapter 481. Texas Controlled Substance Act

Subchapter D. Offenses and Penalties

§481.112. Manufacture or Delivery of Substance in Penalty Group 1 (Penalty Groups are defined in previous sections of this subchapter)

§481.1121. Manufacture or Delivery of Substance in Penalty Group 1-A

§481.113. Manufacture or Delivery of Substance in Penalty Group 2

§481.114. Manufacture or Delivery of Substance in Penalty Group 3 or 4

§481.115. Possession of Substance in Penalty Group 1

§481.1151. Possession of Substance in Penalty Group 1-A

§481.116. Possession of Substance in Penalty Group 2

§481.117. Possession of Substance in Penalty Group 3

§481.118. Possession of Substance in Penalty Group 4

§481.119. Manufacture, Delivery, or Possession of Miscellaneous Substances

§481.120. Delivery of Marihuana

§481.121. Possession of Marihuana

§481.122. Delivery of Controlled Substance or Marihuana to Child

§481.123. Delivery, Manufacture, or Possession of Controlled Substance Analogue

§481.124. Possession or Transport of Certain Chemicals with Intent to Manufacture Controlled Substance

§481.125. Possession or Delivery of Drug Paraphernalia

§481.126. Illegal Expenditure or Investment

§481.127. Unauthorized Disclosure of Information

§481.128. Commercial Matters

§481.129. Fraud

§481.131. Diversion of Controlled Substance Property or Plant

§481.132. Multiple Prosecutions

§481.133. Falsification of Drug Test Results

§481.134. Drug-Free Zones

§481.136. Unlawful Transfer or Receipt of Chemical Precursor

§481.137. Transfer of Precursor Substance for Unlawful Manufacture

§481.138. Unlawful Transfer or Receipt of Chemical Laboratory Apparatus

§481.139. Transfer of Chemical Laboratory Apparatus for Unlawful Manufacture

§481.140. Use of Child in Commission of Offense