

Under Oregon Law, ORS 181.537

Beginning October 1, 1998, it is the applicant's responsibility to seek and obtain enrollment in the Criminal History Registry. The Child Care Division (CCD) will conduct a check of Oregon criminal records and Child Protective Services records on applicants, as defined in OAR 414-60-0030 and will enroll them in the registry. In addition, FBI criminal records will be checked on individuals whose Oregon records indicate a multi-state offender status, who have lived in Oregon less than 18 months and when CCD has information that the individual has committed a crime in another state.

Federal Head Start Regulations:

On December 12, 2007 the President signed a bill reauthorizing the Head Start program, Section 648a(g) of the new Head Start Act requires that before a Head Start agency employs an individual, the agency shall:

1. conduct an interview of such individual;
2. verify the personal and employment references provided by such individual; and
3. obtain—
 - a. a State, tribal or Federal criminal record check covering all jurisdictions where the grantee provides Head Start services to children;
 - b. a State, tribal or Federal criminal record check as required by the law of the jurisdiction where the grantee provides Head Start services; or
 - c. a criminal record check as otherwise required by Federal law.

COMMUNITY ACTION TEAM, INC.

Employment Application

Date: _____ Interviewed by: _____

Position: _____ Department: _____

Name: _____
Last Middle First

Address: _____

Telephone: _____
Home Business

E-mail Address: _____

Do you have dependable means of transportation? _____

Do you have a valid Oregon Driver's License? _____
Yes No Number

List relative presently employed in Community Action Programs by name, program, relationship: _____

Date available for employment: _____ Minimum salary acceptable _____

EDUCATION:

SCHOOLS ATTENDED	FROM - TO Field of Study	DATE LEFT Month/Year	GRADUATE Month/Year	DEGREE RECEIVED
High School/GED:				

WORK EXPERIENCE *(list most recent first)*

Firm: _____ Address: _____

Phone: _____ From: _____ To: _____

Salary/Volunteer: _____ Supervisor: _____

Job Title & Description: _____

Reason for leaving: _____

WORK EXPERIENCE *(list most recent first)*

Firm: _____ Address: _____

Phone: _____ From: _____ To: _____

Salary/Volunteer: _____ Supervisor: _____

Job Title & Description: _____

Reason for leaving: _____

WORK EXPERIENCE *(list most recent first)*

Firm: _____ Address: _____

Phone: _____ From: _____ To: _____

Salary/Volunteer: _____ Supervisor: _____

Job Title & Description: _____

Reason for leaving: _____

WORK EXPERIENCE *(list most recent first)*

Firm: _____ Address: _____

Phone: _____ From: _____ To: _____

Salary/Volunteer: _____ Supervisor: _____

Job Title & Description: _____

Reason for leaving: _____

PROFESSIONAL AND PERSONAL REFERENCES

NAME	ADDRESS	FIRM	TITLE/POSITION	TELEPHONE

MEMBERSHIP IN PROFESSIONAL AND/OR ASSOCIATION

Name

Year

Office Held

Honors or Awards -

Publications -

ATTACHMENTS

On one or more separate sheets, discuss your qualifications for this position. Highlight those abilities and competencies which you feel especially qualify you as an applicant. Expand, as may be appropriate, upon any of the items covered in this application such as your employment experience, job objectives or related interests. Please state the reason(s) you are applying for this job and why you feel you are a good candidate for this position.

Community Action Team, Inc. is an Equal Opportunity Agency

C.A.T. INC. APPLICATION FOR EMPLOYMENT

Have you ever been convicted of a criminal charge? (Disclosure of a criminal record will not, in and of itself, prevent your being hired by Community Action Team.)

Yes No

If yes, please explain below (date, nature of the charge(s), disposition, etc.)

Yes

To the best of my knowledge, all information on this application is true and correct.

Signature

Date

COMMUNITY ACTION TEAM, INCORPORATED
310 Columbia Blvd., St. Helens, Oregon 97051
CHILD & FAMILY DEVELOPMENT PROGRAMS
Declaration Form

For use by Head Start Agencies to comply with 45 CFR Part 1301, Subpart D, Head Start Grants Administration, Personnel Policies, Section 1301.31© and (d).

Name of Prospective Employee: _____

Federal policies now require that Head Start agencies require all prospective employees to sign a declaration prior to employment which lists:

1. All pending and prior criminal arrest and charges related to child sexual abuse and their disposition.
2. Convictions related to other forms of child abuse and/or neglect; and
3. All convictions of violent felonies.

The declarations may exclude:

Any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies committed before the prospective employee's 17th birthday, which was finally adjudicated in a juvenile court or under a youth offender law.

Any conviction for which the record has been expunged under Federal or State authority.

Note that individuals who declare, through this form, that they have been arrested, charged with or convicted of any of the offenses listed above are not automatically disqualified from being hired. Head Start agencies must review each case to assess the relevance of an arrest, charge or conviction to a hiring decision.

Please provide your signature on the appropriate category below:

I **have not been** arrested, charged and/or convicted on one or more of the three types of offenses listed above.

Signature Date

I **have been** arrested, charged, and/or convicted on one or more of the three types of offenses listed above. (If so, please attach information listing the offense(s), the date(s) of the arrest, charge, and/or conviction, and other relevant information.)

Signature Date

This information will be kept strictly confidential.