

If you have qualifications which have especially prepared you to work with culturally different and or minority groups and multiethnic programs, include a brief explanations:

EXPERIENCE OTHER THAN TEACHING: Begin with your most recent experience. List all experiences in the last five years, including U.S. Military Service. Give detail on the experience which you believe meet the requirements for this position. Go back more than five years, if necessary. Also, list any volunteer experience which you feel helps you meet the requirements of the position for which you are applying. Show actual time (number of hours/day; number of hours/week) spent in such experience with "volunteer" in the space marked last salary. If more space is needed, attach a separate sheet to this form.

Period of employment	Job title and most important duties performed	Name, address, & phone number of previous employers and supervisors
From _____ To _____ ____/____/____ ____/____/____ Total ____ Yr. ____ Mo. Full-time ? Part-time ? Hours per week: _____	Title: _____ Last Salary: _____ Duties: _____	Reason for leaving: _____
From _____ To _____ ____/____/____ ____/____/____ Total ____ Yr. ____ Mo. Full-time ? Part-time ? Hours per week: _____	Title: _____ Last Salary: _____ Duties: _____	Reason for leaving: _____

COLLEGE OR UNIVERSITY EDUCATION

Name & address of School, Colleges, or University	Major Subjects & Degrees	Minor Subjects	Attended		Graduated	
			To	From	Date	Degree

Number of units of graduate work beyond BA or BS degree: Semester units: _____ Quarter units: _____

MY PLACEMENT PAPERS RE ON FILE WITH THE FOLLOWING PLACEMENT OFFICE: _____

Address: _____ City: _____ State: _____ ZIP: _____

Under the name of: _____

PROFESSIONAL REFERENCES (Include only those who have knowledge of your teaching experience; e.g. superintendents, principals, supervisors, and student teaching master teachers).

Name	Occupation	Address and phone number

I hereby certify that the statements in this application are true and complete and authorized investigation of all statements herein recorded. I release from all liability persons and organization reporting information required by this application.

Applicant's signature: _____ Date: _____

Monterey County Office of Education
Declaration of Prospective Employees for the
HEAD START PROGRAM

Name of prospective employee:

Federal regulations now require that Head Start agencies require all prospective employees sign (prior to employment) the following declaration which lists:

1. All pending and prior criminal arrests 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.

These 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 employees 18th 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 law, and any conviction set aside under the Federal Youth Corrections Act or similar State authority.

NOTE: 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 in 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), date(s) or the arrest, charge, and/or conviction and other relevant information.

Signature

Date

MONTEREY COUNTY OFFICE OF EDUCATION
Human Resources Department

AUTHORIZATION TO RELEASE INFORMATION

It is the policy of the Monterey County Office of Education to conduct reference checks for all candidates for employment. Reference checking is conducted after the interview portion of the selection procedure, and three references are normally obtained before the candidate is offered employment.

Your signature below indicates your agreement with and acknowledgement of the following:

As an applicant for an employment position with the Monterey County Office of Education, I authorize my current and past employer and current and past work associates, including, but not limited to supervisor, colleagues, and subordinates, to release to the Monterey County Office of Education any reference and employment information in my personnel records or file (e.g. applications for employment, time/vacation records, performance evaluations), academic records (e.g. transcripts, certificates, credentials, etc.), and information related to my work and my work-related personal characteristics (e.g. my character, dependability, honesty, integrity, ability to work under pressure, interpersonal skills, general physical ability, if relevant to the job, and reputation among co-workers).

I expressly and without reservation waive my right to review the information collected in the reference checks.

The Monterey County Office of Education will maintain reference information in strictest confidence and solely for the purposes of the recruitment of the position for which I have applied. Information obtained during reference checks will not be provided to any one outside the selection process.

A photocopy or fax of this signed Authorization is to be considered valid as an original.

IN EXECUTING THIS AUTHORIZATION I FULLY WAIVE ALL CLAIMS AND COMPLETELY RELEASE ALL PRESENT AND PAST EMPLOYERS AND THEIR EMPLOYEES, AND FORMER EMPLOYEES, THE MONTEREY COUNTY OFFICE OF EDUCATION AND ITS EMPLOYEES, AND ALL OTHER PERSONS AND ENTITIES FROM LIABILITY FOR ANY DAMAGE, TO THE FULL EXTENT ALLOWED BY LAW, INCLUDING LIABILITY UNDER CALIFORNIA CIVIL CODE SECTIONS 45 AND 46 AND CALIFORNIA LABOR CODE SECTIONS 1050-1054, OR ANY SIMILAR LAWS OF OTHER STATES OR POLITICAL ENTITIES, WHICH MAY RESULT FROM FURNISHING INFORMATION WHICH I AM CONSENTING AND PERMITTING TO BE RELEASED BY WAY OF THIS AUTHORIZATION.

I HAVE CAREFULLY READ AND UNDERSTAND ALL OF THE PROVISIONS OF THIS AUTHORIZATION, AND HAVE VOLUNTARILY AND WITHOUT COERCION OR DURESS AGREED TO AND SIGNED THIS AUTHORIZATION IN COMPLIANCE WITH CIVIL CODE SECTION 1668 AS INTERPRETED BY THE COURTS. THIS RELEASE DOES NOT RELEASE CLAIMS AGAINST ANYONE BASED ON HIS/HER OWN FRAUD OR WILLFUL INJURY OR VIOLATION OF THE LAW TO THE EXTEND REQUIRED BY APPLICABLE LAW.

Candidate's Full Name (Please Print)

Other Last Names You Have Used (if any)

Candidate's Signature

Date