



Head Start \* Early Head Start \* Child Care \* Satellite Family Child Care \* Family Services

2096 RED ARROW TRAIL

MADISON, WI 53711

(608) 275-6740 FAX: (608) 275-6756

[www.reachdane.org](http://www.reachdane.org)

[HRDept@reachdane.org](mailto:HRDept@reachdane.org)



## Employment Application

Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Primary Phone Number: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_  
 Best time to reach you?: \_\_\_\_\_ Best time to reach you? \_\_\_\_\_  
 Email Address \_\_\_\_\_

Position desired \_\_\_\_\_

### MADISON AREA LOCATION:

\_\_\_\_ East \_\_\_\_ North  
 \_\_\_\_ South \_\_\_\_ West

### OTHER LOCATIONS:

\_\_\_\_ DeForest \_\_\_\_ Green County \_\_\_\_ Verona  
 \_\_\_\_ Stoughton \_\_\_\_ Sun Prairie \_\_\_\_ Middleton

Are you 18 years or older? Yes \_\_\_\_ No \_\_\_\_

Are you legally eligible for employment in the USA? Yes \_\_\_\_ No \_\_\_\_

If you are not a U.S. citizen, what is your visa status? \_\_\_\_\_

Employment with this Agency requires unusual hours (including nights and weekends) are you willing to accept this?  
 Yes \_\_\_\_ No \_\_\_\_

Date available for employment? \_\_\_\_\_ Salary desired \_\_\_\_\_

Employment preference? \_\_\_\_ Full-time \_\_\_\_ Part-time \_\_\_\_ Temporary

Preferred Starting hour: \_\_\_\_\_ Preferred Finishing hour: \_\_\_\_\_

Have you ever applied at Dane County Parent Council before? Yes \_\_\_\_ No \_\_\_\_ Where? \_\_\_\_\_  
 When? \_\_\_\_\_

Have you ever worked at Dane County Parent Council before? Yes \_\_\_\_ No \_\_\_\_ Where? \_\_\_\_\_  
 When? \_\_\_\_\_

Are you now, or have you ever been the parent of a child enrolled in a Head Start Program or Early Head Start Program?  
 Yes \_\_\_\_ No \_\_\_\_ If yes, give date(s) of enrollment/child's name: \_\_\_\_\_

Have you ever been convicted of child abuse, sexual assault or crimes against children or involving sexual morality?  
 Yes \_\_\_\_ No \_\_\_\_

*(The state of Wisconsin requires the completion of background information disclosure (verification) prior to confirmation of hire)*

### For all teaching, parent involvement and social service positions:

Do you have a valid Wisconsin Driver's License? Yes \_\_\_\_ No \_\_\_\_

Do you have access to insured transportation? Yes \_\_\_\_ No \_\_\_\_

Do you own an insured automobile? Yes \_\_\_\_ No \_\_\_\_

### For Transportation Specialist positions:

Can you lift a minimum of 40 pounds? Yes \_\_\_\_ No \_\_\_\_

Do you have a valid WI driver's license? \_\_\_\_ Yes \_\_\_\_ No

Do you have a valid Commercial Driver's License with P or S Endorsement? \_\_\_\_ Yes \_\_\_\_ No

Do you have a clear motor vehicle record? \_\_\_\_ Yes \_\_\_\_ No If no, please explain: \_\_\_\_\_

## Employment

Please list below (even if listed on resume) present and past employment, beginning with the most recent position. Complete ALL items and be specific.

DATE: MONTH/ YEAR	NAME /ADDRESS/PHONE OF EMPLOYER	POSITION/PAY	DUTIES	REASON FOR LEAVING
From	Employer: Address/Phone No:			
To	Name of Supervisor:	Pay rate:		
From	Employer: Address/Phone No:			
To	Name of Supervisor:	Pay rate:		
From	Employer: Address/Phone No:			
To	Name of Supervisor:	Pay rate:		
From	Employer: Address/Phone No:			
To	Name of Supervisor:	Pay rate:		
From	Employer: Address/Phone No:			
To	Name of Supervisor:	Pay rate:		

May we obtain references from the employers named above? \_\_\_\_ Yes \_\_\_\_ No

Please identify any employer you do not wish us to contact: \_\_\_\_\_

Have you ever worked for these organizations under a different name? \_\_\_\_ Yes \_\_\_\_ No

Give name and organization(s): \_\_\_\_\_

## Education and Training

High School (Circle highest year completed)	Name and location of high school
1 2 3 4 5 6 7 8 9 10 11 12	

Graduated HS? \_\_\_\_ Yes \_\_\_\_ No or GED? \_\_\_\_ Yes \_\_\_\_ No

Education beyond High School: (College, University, Vocational or other schools).

Circle the number of years in college or University: 1 2 3 4 5 6 7 8

Name and Location of Educational Institute	Credits	Did you graduate?	Degree & Major Field
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are you currently pursuing further studies? \_\_\_\_ Yes \_\_\_\_ No

If so, what courses and when? \_\_\_\_\_

Are the courses in the days or evenings? \_\_\_\_\_

Do you speak any language(s) other than English? \_\_\_\_ Yes \_\_\_\_ No If yes, please indicate: \_\_\_\_\_

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## Professional Registration (Job related and consistent with business necessity)

Type \_\_\_\_\_ State \_\_\_\_\_ Lic. No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Type \_\_\_\_\_ State \_\_\_\_\_ Lic. No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Other \_\_\_\_\_

Has your license ever been suspended or revoked? \_\_\_\_ Yes \_\_\_\_ No

If yes, describe \_\_\_\_\_

Describe any relevant training or experience not covered above (give dates). List memberships or honors in professional or technical associations. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## How were you referred to this company?

1. \_\_\_\_ Internet/Newspaper (specify) \_\_\_\_\_

2. \_\_\_\_ Employee of Dane County Parent Council (name) \_\_\_\_\_

3. \_\_\_\_ Community Agency (specify) \_\_\_\_\_

4. \_\_\_\_ Tech/University (specify) \_\_\_\_\_

5. \_\_\_\_ Special Event (specify) \_\_\_\_\_

6. \_\_\_\_ Other \_\_\_\_\_

## References

Please list the names of three professional references (not related to you) who can testify to your ability to perform in the potential work area. (Students please include academic/clinical references.) Please indicate your relationship to the listed references.

Name	Address/Business	Relationship	Telephone Number(s)

**Please read carefully before signing:**

### Authorization, Release and Certification

All qualified applicants will receive consideration for employment without regard to sex, race, color, national origin or ancestry, age, handicap, marital status, source of income, class, physical characteristics, sexual orientation, or political beliefs, as required by federal, state or local laws. No information on this application will be used for the purpose of discrimination on the basis of any such protected category.

I understand that receipt of this application does not guarantee a job interview or offer of employment. I understand that misrepresentation or omission of facts shall be sufficient cause for removal from consideration for employment or for dismissal after employment. I authorize a representative of Dane County Parent Council to investigate, without liability, all statements contained in this application and hereby release such person, corporation, or other organization from any and all liability for providing such information. I also authorize listed employers and references, without liability, to make full response to any inquiries by the Dane County Parent Council in connection with my application for employment.

I understand this application will be considered active for six months, and that if I wish to be considered after that time, I must reapply for employment. I must contact the Human Resources Department if I wish to have my application considered for any specific opening that occurs within that period. I acknowledge that I have read (or have had read to me) and understand this authorization, release and certification.

Applicant's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

## For Office Use Only

Position Offered: _____	Date Filled: _____
Pay Rate: _____ PT/FT Hours: _____	Start Date: _____
Supervisor: _____	Orientation date: _____
Program: _____	Location: _____
Job Code: _____ Expense #: _____	Grant #: _____
Full/Part Year: _____	
Comments: _____	

Greetings,

Thank you so much for your interest in working at Reach Dane!

We value the diverse backgrounds and skills that each of our employees brings to the table, and we are committed to fostering an inclusive environment where everyone can thrive.

To honor everyone with transparency we want to share up front that, with the exception of bilingual positions, all job interviews are conducted in English.

We understand that this may present a challenge for some candidates, but we believe it is important to assess language proficiency as part of the interview process. To ensure the safety of children, families and staff, a minimum level of English language proficiency is needed. For example: The ability to read a child's allergy sheet, and ensure safe foods are delivered, or read emergency plans if a child were to have an immediate health need.

This decision is based on the need for consistent communication and collaboration within our multilingual workplace environment.

We appreciate your understanding and cooperation; we want to ensure fair and equitable hiring practices while maintaining our commitment to effective communication and teamwork.

If you are looking to build your English proficiency, these community resources may be helpful:

- Madison College
- Latino Academy of Workforce Development
- Literacy Network
- Catholic Multicultural Center
- Wisconsin English as a Second Language Institute (WESLI)

Please reach out with any questions.

Kind Regards,  
Human Resources Team