

# Child Development Services of Ottawa County, Inc.

CDS Lakeshore Head Start ♦ 100 S. Pine, Suite #220 ♦ Zeeland, MI 49464  
616-786-0736 ♦ [applicants@cdsoc.org](mailto:applicants@cdsoc.org)



Child Development Services of Ottawa County is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by State or Federal law.

Full name:

Date:

Address:

City:

Zip code:

Primary phone:

Other phone:

Email:

Position(s) desired:

What is the minimum salary for which you will accept employment?

How did you learn about this position?

Please list any friends or relatives currently working at CDS:

Indicate languages you are familiar with:

Are you over 18 years of age?      Yes                  No      (If not, a work permit will be required)

Are you available to work?      Full-time                  Part-time                  Temporarily

Do you prefer:                  School year employment                  Year round employment

Have you worked for CDS in the past?      Yes                  No

Are you a current or former Head Start parent?      Yes                  No

Can you perform the essential functions of the position for which you have applied either with or without reasonable accommodation?      Yes                  No

To the best of your knowledge, are you legally eligible for employment in the United States?

Yes                  No      (If hired, you will be required by law to provide documents to verify eligibility)

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Have you ever been convicted of a crime (excluding minor traffic violations)?      Yes                  No

Are there any felony charges pending against you?      Yes                  No

(Answering "yes" to either of the above questions does not automatically exclude you from employment. CDS Lakeshore Head Start considers the nature and gravity of the offense, the time that has passed since the offense and/or completion of the sentence, and the nature of the job sought.)

If you answered yes to either of the above questions, please describe:

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### EDUCATION

#### High School:

Highest grade completed: \_\_\_\_\_ Diploma or G.E.D. earned:      Yes      No

#### College or University:

Number of years completed: \_\_\_\_\_ Degree earned:    Yes      No    (Please attach transcripts)

Type of degree: \_\_\_\_\_

College major: \_\_\_\_\_

College minor: \_\_\_\_\_

#### Other professional certifications:

#### Other professional training:

**What are the most important characteristics a good employee should demonstrate to his or her employer?**

**Why are you interested in this position?**

### EXPERIENCE FOR POSITION

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#### EMPLOYMENT EXPERIENCE (List most recent employer first)

Are you currently employed?    Yes      No      May we contact this employer?    Yes      No

Current or most recent employer: \_\_\_\_\_

Address, City, State: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Duties: \_\_\_\_\_

Salary: \_\_\_\_\_

Dates employed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Supervisor: \_\_\_\_\_

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### **Previous employer:**

Employer name:

Address, City, State:

Position:

Phone:

Duties:

Salary:

Dates employed:

Reason for leaving:

Supervisor:

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Employer name:

Address, City, State:

Position:

Phone:

Duties:

Salary:

Dates employed:

Reason for leaving:

Supervisor:

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### **REFERENCES** (Please do not include relatives)

Name:

Phone:

Address, City, State:

Relationship:

Email:

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Name:

Phone:

Address, City, State:

Relationship:

Email:

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Name:

Phone:

Address, City, State:

Relationship:

Email:

## Child Development Services of Ottawa County, Inc.

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**To be completed by Bus Driver Applicants or applicants for other driving positions:**

Do you have a valid operator's or chauffeur's license?      Yes      No

Is your license restricted in any way?                      Yes      No

If so, please indicate the reason for restrictions and when the restrictions will expire:

Driver's license number:

Issue Date:

Classification:

How many points do you currently have on your record?

(Employees who are hired to drive a bus or other motor vehicles for CDS are required to keep CDS informed of all accidents, misdemeanor convictions and other convictions or traffic violations)

### **APPLICANT'S CERTIFICATION AND AGREEMENT**

I certify that all information contained in this application and all other documents, is accurate and complete to the best of my knowledge. I recognize that any falsification, misrepresentation or omission may result in immediate dismissal from or refusal of employment. I authorize Child Development Services of Ottawa County, Inc. (hereinafter CDSOC) to investigate all statements contained in this application, including records of any former employers, police departments, sheriff departments and other sources concerning me. I also authorize CDSOC to perform a criminal background check with any local, state, federal or other agency or department that may possess information about my criminal history. I authorize such sources (and CDSOC hereafter) to release this information without liability for damage incurred in giving it. I waive any written notice of the release of such records.

I agree that I will read and abide by the CDSOC handbook as amended or modified from time to time by CDSOC. I agree that my employment with CDSOC will be at-will unless specifically modified by a written contract signed by CDSOC's Executive Director.

In consideration of CDSOC's review of my application, I agree that any claim or lawsuit arising out of my employment or my application for employment with CDSOC must be filed within six (6) months of the date of the employment action that is the subject of the claim or lawsuit. While I understand that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, I agree to be bound by the six (6) month period of limitations set forth herein, and I WAIVE ANY STATUTE OF LIMITATIONS TO THE CONTRARY. Should a court determine that this provision creates an unreasonably short period of time to commence a lawsuit, the court shall enforce this provision as far as possible and shall declare the lawsuit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced.

Applicant's signature

Date