



Hays Area Children's Center
Your child's adventure awaits

PERSONNEL APPLICATION

Please Print or Type

Please circle any that apply:
Full-time Part-time Substitute
Available Schedule:

Date of Application

Date of Availability

Position Sought

NAME:

_____ Last First Middle

_____ Email Address Telephone Number Cell Phone Number

PRESENT ADDRESS

_____ Street City State Zip Code

LIST ANY OTHER COMMUNITIES YOU HAVE LIVED IN FOR THE PAST 7 YEARS

_____ City/State County Dates of Residence

_____ City/State County Dates of Residence

_____ City/State County Dates of Residence

_____ City/State County Dates of Residence

_____ City/State County Dates of Residence

For Office Use Only:

Date Received: _____ By: _____

Interview Date: _____ Hire Date: _____

Position: _____

The Hays Area Children's Center, Inc., Hays, Kansas does not discriminate on the basis of race, color, national origin, ancestry, religion, age, sex, disability or political preference. Questions regarding the above should be directed to the Title IX and Section 504 Coordinator, _____ current Child Care Coordinator, 94 Lewis Drive, Hays, Kansas 67601. (785) 625-3257

BACKGROUND

School	Name and Place	Last Year Completed	Diploma/Degree

Note: Applications for certified and/or licensed positions should include an official up-to-date transcript.

LIST BELOW ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT:							
Name and Address of Company	From	To	Describe the work	Starting Salary	Last Salary	Reason for Leaving	Name of Supervisor
	Mo. Yr.	Mo. Yr.					
Phone #:							
Phone #:							
Phone #:							
Phone #:							

May we contact the employers listed above? _____ If not, indicated which one(s) you do not wish us to contact:

HAYS AREA CHILDREN'S CENTER'S DISCLOSURE STATEMENT

The tremendous responsibility the Hays Area Children's Center, Inc. has to its children and community necessitates the following information from all applicants regarding convictions. A record of conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause of dismissal employed. Applicants must report any convictions that occur subsequent to the time they initially complete this form.

Please circle No or Yes:

Moral turpitude includes, but not limited to: theft, attempted theft, murder, rape, swindling, and indecency with a minor. Have you ever been convicted of a felony or misdemeanor involving moral turpitude?

No Yes If yes, please explain:

Have you ever had a felony conviction under the uniform controlled substances act?

No Yes If yes, please explain:

Have you ever been adjudicated (found or determined in a court of law to be) a juvenile offender, delinquent or miscreant?

No Yes If yes, please explain:

Have you ever committed physical, mental, or emotional abuse or neglect or sexual abuse as validated by SRS?

No Yes If yes, please explain:

Have you ever had a child declared in a court order to be deprived or in need of care based on allegation of physical, mental or emotional abuse or neglect or sexual abuse?

No Yes If yes, please explain:

Have you ever had parent rights terminated?

No Yes If yes, please explain:

Have you ever been found to be a disabled person in need of a guardian or conservator or both?

No Yes If yes, please explain:

Have you ever been placed on diversion or had deferred criminal proceedings of a felony or misdemeanor involving moral turpitude:

No Yes If yes, please explain:

Have you ever been convicted, placed on diversion, or are you currently charged with any violations of law other than minor traffic violations?

No Yes If yes, please explain:

CONVICTION OF A CRIME IS NOT AN AUTOMATIC BAR TO EMPLOYMENT. CONVICTIONS OR PENDING CHARGES WILL NOT BE USED OR CONSIDERED UNLESS THEY ARE SUBSTANTIALLY RELATED TO THE CIRCUMSTANCES OF THE PARTICULAR JOB.

I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by agents of the Hays Area Children's Center, Inc. I understand that my employment is not finalized until the background investigation has been completed.

My signature below also confirms that I have received a copy of "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT."

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission, false-answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the Hays Area Children's Center, Inc..

Applicant's Signature

Date

OTHER RELATED EXPERIENCES

List other related work experiences, seminars, workshops, etc., that have some connection with the work you will be doing:

Approximate Date of Experience	Brief Description of Experience	Place or Sponsor

REFERENCES

List 2 Professional and 2 Personal References

Name and Address	Official Position	Telephone	Relationship
		Cell Home Work	<input type="checkbox"/> Personal <input type="checkbox"/> Professional
		Cell Home Work	<input type="checkbox"/> Personal <input type="checkbox"/> Professional
		Cell Home Work	<input type="checkbox"/> Personal <input type="checkbox"/> Professional
		Cell Home Work	<input type="checkbox"/> Personal <input type="checkbox"/> Professional

SIGNATURE

I hereby confirm that all information is true to the best of my knowledge. I recognize that any false or omitted information from this application would be valid grounds for immediate dismissal from any position to which I am employed at Hays Area Children's Center, Inc.

Applicant's Signature

Date

10/2014

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRA's are credit bureaus that gather and sell information about you—such as if you pay your bills on time or have filed bankruptcy—to creditors, employers, landlords, and other

businesses. The FCRA gives you specific rights, as outlined below. You may have additional rights under state laws. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance, or employment—must tell you, and give you the name, address and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs—to which it has provided the data – of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address, and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone—such as a creditor who reports to a CRA—that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you’ve notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies. This limitation no longer applies to criminal background checks or information related to criminal convictions.

- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA—usually to consider an application with creditors, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employees without your permission.

- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and

For Questions or Concerns Regarding:	Please Contact:
CRAS, Creditors and others not listed below	Federal Trade Commission Consumer Response Center-FCRA Washington, DC 20580 * 202-326-3761
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institutions name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552*800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 * 703-518-6360
State-chartered banks that are not members of the Federal Reserve System.	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 * 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administration-GIPSA Washington, DC 20250 * 202-720-7051

- insurers may use file information as the basis for sending you unsolicited offers to credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

