

**KIDS COUNT IN ALACHUA COUNTY, INC**  
PROGRAM ASSISTANT APPLICATION

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address if Different: \_\_\_\_\_

Email Address: \_\_\_\_\_

EMPLOYMENT

Present: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

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

OK to contact present employer? \_\_\_\_\_

Previous Employment [list most recent and all employment in which you worked with children]

| Dates (from – to) | Organization, Address, Phone | Reason for Leaving |
|-------------------|------------------------------|--------------------|
| 1. _____          | _____                        | _____              |
| 2. _____          | _____                        | _____              |
| 3. _____          | _____                        | _____              |

EDUCATION/TRAINING  
(College, Other)

| Institution Name | Dates (from – to) | Degree |
|------------------|-------------------|--------|
| 1. _____         | _____             | _____  |
| 2. _____         | _____             | _____  |
| 3. _____         | _____             | _____  |

REFERENCES familiar with your work with children

| Name & Address | Phone &/or Email | Relationship |
|----------------|------------------|--------------|
| _____          | _____            | _____        |
| _____          | _____            | _____        |
| _____          | _____            | _____        |
| _____          | _____            | _____        |
| _____          | _____            | _____        |
| _____          | _____            | _____        |

LEGAL

a. Are you a citizen of the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

b. If No, are you authorized to work in the United States?  
(Proof will be required.) \_\_\_\_\_ Yes \_\_\_\_\_ No

c. Have you ever been convicted of a misdemeanor or felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

d. If Yes, please provide information on each conviction.

e. Have you been cited for any traffic violations in the past 5 years? \_\_\_\_\_ Yes \_\_\_\_\_ No

f. If Yes, please provide information on each citation.

## POSITION RELATED

1. Please provide detailed examples of both work and volunteer experience with children.
2. Please provide details of your experience specifically with literacy and other educational components for elementary age children.
3. Please share your philosophy of working with children and families that may have special education, economic, and other support needs.
4. Please list examples of your leadership, organizational, and/or management experience.
5. Please describe other experience and skills you may use in this position.

## APPLICATION DETAILS

1. Application review will begin July 1, 2016, however applications will be accepted until the position is filled.
2. If there are any questions, please email [bill.kidscount@gmail.com](mailto:bill.kidscount@gmail.com).
3. Application must be submitted with a completed form by email to [bill.kidscount@gmail.com](mailto:bill.kidscount@gmail.com).  
Forms that are mailed to our P.O. box will not be accepted.

### **Please read these statements carefully before affixing your signature.**

I certify that my answers are true and complete to the best of my knowledge.

I authorize Kids Count to investigate all statements in this application. Verification and/or checks may include but not be limited to: driving record, workers compensation records, drug screening, credit bureau files, educational records, criminal records, employers, and references. The results of this verification process will be kept confidential.

I understand that false or misleading statements in this application or in any interviews will be sufficient cause for termination of consideration or for dismissal if already employed.

If employed by Kids Count, I understand and agree that the employment relationship will not be for any specific time period and may be terminated at any time.

I understand that as a condition of employment, I will be required to submit to a background check and a pre-employment drug/alcohol test.

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Signature

Date