



# Opportunities for Broome, Inc

5 West State Street, Binghamton, NY 13901 – (607) 723-6493



### \*\*\*EMPLOYMENT APPLICATION\*\*\*

**You must complete all pages of this application even if you will be attaching a resume.**  
(Separate application for each position required/photo copies of completed applications are acceptable.)

JOB TITLE/POSITION: (do not leave blank) \_\_\_\_\_

### PERSONAL DATA

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

Address: \_\_\_\_\_ Apartment # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\* Have you ever been employed by Opportunities for Broome or Head Start? \_\_\_\_\_  
If yes, when \_\_\_\_\_

\* Date available to begin employment: \_\_\_\_\_

\* Are you related to any current Opportunities for Broome board members? \_\_\_\_\_  
If yes, provide names of relatives: \_\_\_\_\_

\* Are you related to any current Opportunities for Broome or Head Start employees? \_\_\_\_\_  
If yes, provide names of all relatives: \_\_\_\_\_

\* Are you a current Head Start parent? \_\_\_\_\_

How did you hear about the position? \_\_\_ Newspaper \_\_\_ Word of Mouth \_\_\_ Web Site

Are you interested in \_\_\_ Full Time \_\_\_ Part Time \_\_\_ Either Full or Part Time \_\_\_ On Call

### SPECIAL SKILLS

Driver's License \_\_\_

Other Licenses/Certifications \_\_\_\_\_

Foreign Language/Specify Language \_\_\_\_\_  
Proficiency level \_\_\_ Beginner \_\_\_ Intermediate \_\_\_ Advanced

CPR/First Aid \_\_\_\_\_

**COMPUTER SKILLS**

Word Processing \_\_\_\_\_

Data Base \_\_\_\_\_

Spreadsheet \_\_\_\_\_

Keyboarding (words per minute) \_\_\_\_\_

E-mail (level) \_\_\_ Beginning \_\_\_ Intermediate \_\_\_ Advanced

Internet (level) \_\_\_ Beginning \_\_\_ Intermediate \_\_\_ Advanced

Other \_\_\_\_\_

**EDUCATION** Do you have a high school diploma or GED certificate? \_\_\_\_\_  
Circle highest grade completed in school: 9 10 11 12

List Colleges, Nursing, Military, Trades, Business or other schools attended. List enough education to meet the requirements of the job. Please attach copies of all transcripts and/or diplomas you wish to be considered for employment (teacher applications require transcripts).

Name & Location of School	Course of Study	Credits Earned	Dates Attended	Graduated	Degree
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**WORK EXPERIENCE** (if work history includes educational environments include age range of children)

**Name and Address of Employer:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Supervisor's Name & Telephone:** \_\_\_\_\_  
\_\_\_\_\_

Your Title: \_\_\_\_\_ Your Duties: \_\_\_\_\_

From: Mo. & Yr. To: Mo. & Yr. \_\_\_\_\_  
\_\_\_\_\_

Total Time: Hours per \_\_\_\_\_  
Years week \_\_\_\_\_  
Months \_\_\_\_\_  
Weekly Pay – Begin: \_\_\_\_\_ End: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

May we contact this employer?

**Name and Address of Employer:**

**Supervisor's Name & Telephone:**

\_\_\_\_\_  
\_\_\_\_\_  
Your Title: \_\_\_\_\_

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

From: Mo. & Yr. To: Mo. & Yr.

Total Time: Hours per  
Years week  
Months

Weekly Pay – Begin: \_\_\_\_\_ End: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

May we contact this employer?

**Name and Address of Employer:**

**Supervisor's Name & Telephone:**

\_\_\_\_\_  
\_\_\_\_\_  
Your Title: \_\_\_\_\_

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

From: Mo. & Yr. To: Mo. & Yr.

Total Time: Hours per  
Years week  
Months

Weekly Pay – Begin: \_\_\_\_\_ End: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

May we contact this employer?

**PERSONAL REFERENCES** Please list at least three references other than family members or domestic partners who have first-hand knowledge of your ability, character, and personality. Complete this section even if you are including a resume.

Name	Relationship	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please explain any previous experience you have had with Head Start.

\_\_\_\_\_  
\_\_\_\_\_

**VOLUNTEER EXPERIENCE and COMMUNITY ACTIVITIES**

**Name & Address of Organization**

Supervisor's Name & Phone

Your Title \_\_\_\_\_  
From: Mo. & Yr.      To: Mo & Yr.

Your Duties \_\_\_\_\_  
\_\_\_\_\_

Total Time  
Years    Months      Hours per week

\_\_\_\_\_  
\_\_\_\_\_

**Name & Address of Organization**

Supervisor's Name & Phone

Your Title \_\_\_\_\_  
From: Mo. & Yr.      To: Mo & Yr.

Your Duties \_\_\_\_\_  
\_\_\_\_\_

Total Time  
Years    Months      Hours per week

\_\_\_\_\_  
\_\_\_\_\_

**Name & Address of Organization**

Supervisor's Name & Phone

Your Title \_\_\_\_\_  
From: Mo. & Yr.      To: Mo & Yr.

Your Duties \_\_\_\_\_  
\_\_\_\_\_

Total Time  
Years    Months      Hours per week

\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL INFORMATION** – Explain your expectation of working for a non-profit agency and also please provide any additional information you wish to include on your application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## An EEO Employer

Opportunities for Broome, Inc. is an equal opportunity employer. Our agency does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, physical or mental disability, arrest record, or any other protected classification.

1. I understand that documentation of employment eligibility for compliance with the U.S. Immigration Control and Reform Act is required at the time of hire.
2. I understand that enrollment in the Child Care Division – Criminal History Registry is required at time of hire.
3. I understand that employment with Broome County Head Start is contingent upon final approval by the Head Start Parent Policy Council.
4. I certify that the information contained in this application is correct to the best of my knowledge, and I understand that falsifications and/or omissions in any detail are grounds for disqualification from consideration for employment or if hired for dismissal from employment.
5. I understand that Opportunities for Broome, Inc. is an “At-Will” employer. Employment is voluntary entered into, and the employee is free to resign at-will at any time. OFB may also terminate the employment relationship at-will at any time with or without cause or notice, as long as there is no violation of applicable federal or state law.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

I understand that consideration for employment is contingent on the results of a reference and background check. I authorize Opportunities for Broome, Inc. to investigate the truthfulness of all statements made on this application and to contact my former employers, other listed references or any other persons who can verify information.

I further authorize Opportunities for Broome, Inc. to discuss the results of any investigation with all of their employees who are involved in the hiring process. I further authorize all contacted persons and the former employers to provide information concerning this application, past work experience, my background and suitability of employment and I release each such persons and former employers from liability for providing such information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date