



Kids' Corps, Inc.
Anchorage Head Start
101 Davis Street, Anchorage, AK 99508
Phone 907-279-2021
Fax 907-222-0978

Application Packet And Hiring Process

1. Have only one set of reference forms completed by the reference and faxed, scanned mailed or hand-delivered to Kids' Corps regardless of the number of position openings you plan to apply for.
2. Please use **ONLY** reference forms enclosed in this packet. Make more copies if you need to (we will accept more than 3 but cannot accept fewer than 3).
3. Submit proof of education such as HS Diploma, GED, or College Transcripts with your application.
4. If you are selected for interview, the recruitment coordinator for the position will contact you. Applications are kept on file for two years.
5. If you are contacted for an interview, you will be provided a date that is arranged for an Interview Committee to meet with you. These dates cannot be changed as an **Interview Committee consists of at least two and as many as six people.**
6. **If selected for interview**, bring a report that contains criminal justice information at the level available to an interested person under AS 12.62.160 (b) (9) to the interview. This report is available at:
 - State of Alaska Department of Public Safety, 5700 East Tudor Road between the hours of 8:30 and 4:00, Monday through Friday
 - Bring two pieces of ID with signature on it (Driver's License, State ID, Passport, Credit Card, Military ID, etc.)
 - Pay \$20.00 in cash or check from an Alaskan Bank

Be sure to **THOROUGHLY** complete the application packet. **Resumes may be attached for review by the Interview Committee; however, applications must be completed entirely.**

After Interview, an applicant may not receive word of their status for up to one month.

All offers of employment are contingent upon approval of the Kids' Corps, Policy Council.



Kids' Corps, Inc.

EMPLOYMENT APPLICATION

- Agency Use Only -

<p><u>Interview</u></p> <p><input type="checkbox"/> Did not schedule</p> <p>Date: ___/___/___</p> <p>Time: ___:___</p> <p><input type="checkbox"/> No Longer Interested</p>	<p>Date Received: _____</p> <p>Meets Minimum Qualifications? _____ If no, explain: _____</p> <p>Prior to interview needs to bring:</p> <p>Comments:</p>
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-Print or Type All Information-

Last Name		First Name:		Middle Name:
Mailing Address (Street or PO Box):		City	State	Zip
Home Telephone:	Cellular Telephone:	Work Telephone (if we can call there):	E-mail:	

Position(s) you are interested in: _____

Are you over the age of 18? Yes No (positions working with children require the applicant to be at least 18 years of age)

Education:

Do you have a High School Diploma or GED? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	College/University And Location	Area of Specialization	Degree
Do you have other certificates or credentials? <input type="checkbox"/> CDA <input type="checkbox"/> Teaching Certificate <input type="checkbox"/> AK CDL <input type="checkbox"/> CNA <input type="checkbox"/> LPN <input type="checkbox"/> RN <input type="checkbox"/> CPA <input type="checkbox"/> PHR <input type="checkbox"/> SPHR <input type="checkbox"/> Social Worker License Other: _____			
Specialized Training:			

-Answering the questions below does not automatically disqualify you from employment -

- Yes No Have you ever been **CHARGED** with a crime of violence? (even if you never went to court)
- Yes No Have you ever been **CHARGED** with a crime of sexual abuse? (even if you never went to court)
- Yes No Have you ever been **CHARGED** with a felony crime? (even if you never went to court)
- Yes No Have you ever had a child for whom you were responsible removed from your custody?
- Yes No Have you or a child in your home ever received on-going protective services in your home?
- Yes No Have you ever been **investigated** by the Office of Children's Services for suspected child abuse/neglect?
- Yes No Any traffic or other offenses with a fine of \$250 or more?

If you have answered yes to any of these questions, please attach an explanation on a separate sheet of paper

<p>Have you ever been licensed to care for adults or children by a municipal, state, federal, or other agency? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes, type of license: _____ Where? _____</p> <p>Were you ever denied a license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Ever revoked? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
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Some positions at Kids' Corps require the employee to drive. Do you have a current driver's license?

Yes No If yes, DL #: _____ State: _____

Employment History/Whereabouts Last 5-Years

Start with your most recent history. Please DO NOT state "see resume". This page must be complete. Use additional sheets of paper if necessary.

Started Month/Year	Ended Month/Year	Employer Name:
		Employer City/State:
		Your Job:
		Reason for Leaving:

Started Month/Year	Ended Month/Year	Employer Name:
		Employer City/State:
		Your Job:
		Reason for Leaving:

Started Month/Year	Ended Month/Year	Employer Name:
		Employer City/State:
		Your Job:
		Reason for Leaving:

Started Month/Year	Ended Month/Year	Employer Name:
		Employer City/State:
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		Reason for Leaving:

Started Month/Year	Ended Month/Year	Employer Name:
		Employer City/State:
		Your Job:
		Reason for Leaving:

Please explain any breaks in employment

From Mo/Year	To Mo/Year	Explanation of what you were doing (i.e. in college, stayed at home to assist my mother, still finishing high school, etc.)	Location City/State (or country)

Other Skills and Abilities Please list any other skills you have that may assist you in the position you are applying for (i.e. “fluent in Spanish”, “able to communicate in sign language”, “able to organize large projects”, “proficient in the use of Microsoft Excel”, “filing”, etc.)

Other Experiences Please list any other experience you have had in related types of work (i.e. “volunteered in a pre-school summer camp in the summer of 2000”, “assisted adults with tax form preparation”, etc.)

References – please use the attached forms and provide them to 3 references that can complete them **FULLY**. The references may **NOT BE RELATED** to you. Please use the boxes below to list who you provided the forms to in case KCI needs to follow-up on a reference provided.

Name	Reference Type	Address/Telephone
	<input type="checkbox"/> Personal <input type="checkbox"/> Professional <input type="checkbox"/> School	
	<input type="checkbox"/> Personal <input type="checkbox"/> Professional <input type="checkbox"/> School	
	<input type="checkbox"/> Personal <input type="checkbox"/> Professional <input type="checkbox"/> School	

Kids’ Corps, Inc. employees are considered “at-will” whose employment with Kids’ Corps can be terminated at will for any reason by either the employee or Kids’ Corps.

I certify that the information provided in this application packet contains no willful misrepresentation or falsification and that the information given by me is true and complete to the best of my knowledge.

Applicant Signature: _____ Date Signed: _____

Please Return Application to: Kids’ Corps, Inc.
 101 Davis Street
 Anchorage, Alaska 99508



Kids' Corps, Inc.

Head Start & Early Head Start

Kids' Corps, Inc.

101 Davis Street

Anchorage, Alaska 99508

GUIDELINES FOR COMPLETING KCI REFERENCE FORMS

If you are applying for more than one position, please submit only one set of references.

- 1. Complete the section of the form that says, “to be completed by applicant”.**
- 2. Give the reference form to the business or person you wish to have supply the reference.**
- 3. Have the reference fax the form to (907) 222-0978**

Attn: Human Resources

or Mail the form to:

KCI Human Resources

101 Davis Street

Anchorage, AK 99508

We will accept the following types of references:

- 1) Employment (1st preference)**
- 2) Professional/School (someone who knows how you work)**
- 3) Personal (someone, not related to you, who knows you)**



Employment Reference
(Required by Municipality of Anchorage Child and Adult Care Licensing)

- To Be Completed by Applicant -

Applicant Name: _____ Position(s) Applied for: _____

Other Names Used in Employment: _____

I authorize the person/company named below to provide Kids' Corps, Inc. with pertinent information they may have regarding employment, including my reasons for leaving. I am signing this waiver voluntarily, and request that the person/company named respond to this reference inquiry with full and complete information.

Applicant Signature: _____ Date: _____

Reference Name: : _____

↓TO BE COMPLETED BY REFERENCE↓

Type of reference: Employment Professional Personal School
 Length of time employed (if employment reference) (mo/yr) _____ to (mo/yr) _____
 Eligible for rehire (if employment reference)? Yes No
 Length of time you have known the applicant (professional/personal) _____

Provide information about the applicant in the following areas by placing an "x" or "✓" in the box you feel best answers the area. These questions are required by the Municipality of Anchorage Child and Adult Care Licensing Code for qualifications of caregivers. Please answer these questions to the best of your ability:

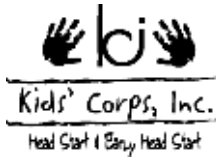
Category	Yes	No	Comments
Does the applicant show any serious health, alcohol, or drug problems? If yes, explain in comments			
Can you attest to the applicant's ability to work successfully with children? If no, explain in comments			
If you have never observed this person with children, do you believe this person has the ability to work successfully with children? If no, explain in comments			
Does the applicant show warmth, love, and acceptance of children?			
Does the applicant give firm but fair discipline to children?			
To your knowledge, has this person ever abused or neglected a child, committed a crime of violence, sexual assault, perjury or disorderly conduct?			
What qualities or skills do you believe will enable the applicant to work successfully or unsuccessfully with children:			

If you had a child that was in need of childcare, how would you feel about leaving the child in care with the person named above?
 very good good hesitant would not leave my child in their care _____

Provide information about the applicant in the following areas by placing an "x" or "✓" in the appropriate box

Category	Above Average	Average	Below Average	Category	Above Average	Average	Below Average
Attendance/Dependability				Interactions with adults			
Communication (verbal and written)				Organizational skills and abilities			
Please use additional page for any other comments							

Signature/Title of Reference: _____ Date: _____
 Address of Reference: _____
 Telephone Number where reference can be reached: _____
 May we share this reference with the applicant? Yes No



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Please use additional page for any other comments							

Signature/Title of Reference: _____ Date: _____

Address of Reference: _____

Telephone Number where reference can be reached: _____

May we share this reference with the applicant? Yes No

Kids' Corps, Inc.
Anchorage Head Start
Voluntary Self-Identification Form

Information on this form is for statistical use only. Completion of this form is voluntary and is not a used for consideration for opportunity for employment, or terms or conditions of employment

It is the intent of Kids' Corps, Inc. to recruit, hire, train, and promote for all job classifications without regard to a person's race, religion, color or national origin, age, physical or mental disability, sex, sexual orientation, marital status, changes in marital status, pregnancy, parenthood, status as a Vietnam era or disabled veteran, or any other impermissible characteristic as defined by law when the reasonable demands of the position do not require distinction of the aforementioned items.

Date:	Name:
<input type="checkbox"/> Male <input type="checkbox"/> Female	Position applied for:

Date of Birth: _____
 No

Disabled Veteran: Yes

Vietnam Era Veteran: Yes No

Handicapped: Yes No

Race/Ethnicity (please check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Alaska Native or Native American | <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian or Pacific Islander |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> White or Caucasian | <input checked="" type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Non-Hispanic | |

We are curious to know how you heard about employment with Kids' Corps, Inc.

I learned of this job opening through:

- Newspaper Advertisement (day of advertisement _____)
- Word of mouth (source: _____)
- Referral from another agency (Agency name: _____)
- Presentation (where? _____)
- Unemployment office
- Alaska Job Bank
- Craigslist
- Kids' Corps Website
- Walk-In
- KCI poster or flier (where? _____)
- Other Internet posting (website: _____)
- Posted announcement in the community (where? _____)
- Job Fair (which one? _____)
- Other: _____

Are you or have you ever been a Head Start parent? Yes No

Were you a Head Start child? Yes No

Thanks for your time in completing this voluntary self-disclosure. Please enclose it with your application.