



*Serving Northeastern North Carolina Since 1962*  
Choanoke Area Development Association of NC, Inc.  
Post Office Box 530, Rich Square, North Carolina 27869  
Telephone: 252.539.4155\* Fax: 252.539.2048

**Choanoke Area Development Association of NC, Inc., (CADA) is seeking qualified Applicants for the following positions**

**Custodian 44/48 week – 1 Position Halifax Co. Entry: \$9.37.**

Knowledge of cleaning procedures, ability to follow instructions, and ability to perform medium to heavy physical work. Must have a NC Driver's License and acceptable driving record. Must meet licensure requirements to work at a Head Start Center. Ability to read and understand product labels. Criminal Record Check and Health certificate required.

**Child Development Teacher 42 week –1 Position Halifax Co. Entry: \$11.69.**

Must possess one of the following credentials: Graduate of a four year college with major in Child development / Early Childhood Education is desirable. Associate Degree in Children Development, Child Development Associate Credential (NAEYC) or California Pre – School Certificate. Working knowledge of good health practices. Considerable knowledge of child growth and development and planning programs to appropriately meet the physical, mental, and emotional needs of children. Ability to establish rapport with children and their parents in order to obtain information concerning needs of individual children. Ability to prepare and maintain records and reports. Ability to exercise good judgment in appraising situations and making decisions. Experience in working with pre – school children in a nursery school kindergarten, or day care facility.

**Teacher Assistant Bus Monitor 42 week - 2 Positions Halifax Co. 1 Position Hertford Co.. 4 Positions Northampton Co. Entry \$9.37.**

Some experience in working with pre – school children in a nursery school, kindergarten or day care facility. Completion of the 12<sup>th</sup> grade or high school equivalent. One of the following is desired: A.A. Degree in Child Development, Child Development Associate Credential (CDA), and Early Childhood Associate Degree. Interest in and some knowledge and understanding of the needs and problems of low income or disadvantaged persons and of the community environment. Some knowledge of child growth and development theories and principles. Personal traits of warmth, sensitivity and caring toward children and families are required.

**Bus Monitor 42 week- 1 Position Halifax Co. 1 Position Hertford Co., Entry \$9.16.**

Some experience in working with pre-school children. Interest in and some knowledge and understanding of the needs and problems of low income or disadvantaged persons and of the community environment. Ability to read, write and to communicate effectively. Personal traits of warmth, sensitivity, and caring toward children and families are required. Possess a First Aid and infant and child CPR certificate (ARC) is preferred, or required within six (6) weeks of employment. A valid N.C. Driver's License is preferred.

Application Process: Submit a CADA Application and three references to:

CADA

Human Resources

Post Office Box 530

Rich Square, North Carolina 27869

**Application Deadline: Open until filled**

Application and job descriptions are available at any CADA Office and on our website at [www.nc-cada.org](http://www.nc-cada.org). Applicant selected for employment must complete a criminal record check and drug screening.

CADA is an Equal Opportunity Agency and Employer. Contact information is (252) 539-4155 Ext 231.  
TDD 1 (800) 735-2962 or dial 711.

Sallie P. Surface  
Executive Director

**January 22, 2019**

## POSITION DESCRIPTION

Choanoke Area Development Association, Inc.

<b>Position</b>	Bus Monitor	<b>Date:</b>	August 2015
<b>Overtime Status</b>	Non – Exempt	<b>Grade:</b>	1
<b>Salary Range</b>			42 weeks
<b>Site Location</b>	Assigned Center		
<b>Department</b>	Head Start		
<b>Reports to</b>	Center Manager		

### **Qualifications:**

Some experience in working with pre-school children. Interest in and some knowledge and understanding of the needs and problems of low income or disadvantaged persons and of the community environment. Ability to read, write and to communicate effectively. Personal traits of warmth, sensitivity, and caring toward children and families are required. Possess a First Aid and infant and child CPR certificate (ARC) is preferred, or required within six (6) weeks of employment. A valid N.C. Driver's License is preferred.

### **Basic Functions:**

1. Assist with the supervision of children during the transportation process.
2. Use positive language and guidance in helping children separate from family members and during the transportation period.
3. See that children are safely buckled into harnesses or car seats, and that they remain so during the transportation process.
4. **CHECK THE BUS/VAN THOROUGHLY AFTER EACH TRIP.** Look under seats, behind seats and all other areas where view is obstructed to make sure all children have exited the bus.
5. **BE ON CONSTANT ALERT FOR SPECIAL MEDICAL PROBLEMS OR ACCIDENTS THAT MAY OCCUR WITH CHILDREN DURING TRANSPORT.** (Diabetes, seizures and etc.)
6. Deliver program materials to parents. (Newsletters, Home Portfolio and etc.)
7. Perform other duties as relates to the overall health, safety and social competence of children in the group.
8. Carryout Head Start Bus Curriculum.
9. Conduct periodic safety evaluation of bus and report findings to immediate supervisor.
10. Consistently carry out Bus Monitor Procedures as outlined in Bus Procedures Handbook.
11. Communicate daily with Center Manager and provide complete bus monitoring reports.
12. Keep abreast of Federal and State Transportation regulations pertaining to the safe transport of children including age and weight requirements for booster and child restraints seats, etc.

## **PHYSICAL REQUIREMENTS**

### **HS Bus Monitor**

- A. Ability to lift/manipulate/move children from the age of birth – 5 years of age weighing up to 50 pounds from one place to another.
- B. Ability to lift/manipulate/move/pull furniture/large toys found in a Head Start or Early Head Start classroom and handle large toys such as trikes, etc on the outside play areas.
- C. Vision sufficiently correctable to permit full performance of all job duties.
- D. Hearing sufficiently correctable to permit full performance of all job duties.
- E. Ability to run, jump, walk, etc. at a swift pace.
- F. Be able go up or down stairs or uneven surfaces.
- G. Wide range of mobility to be able to stoop or squat from a standing position, bend to retrieve a child or item. Carrying a child when necessary.
- H. Sitting from a standing or stooping position.
- I. Physically able to remain outside and interact with children during the entire outside play times.
- J. Floor play- providing developmentally stimulating activities on the floor for children crawling, sliding on their stomachs, rolling over, etc.
- K. Physically able to perform with degree of dexterity such clerical functions as filing, labeling, stamping, stapling, data entry and writing.
- L. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- M. Sufficient verbal skills, speech and tone of voice (ability to keep an appropriate low tone of voice) for effective interpersonal communication with children, their families, the community and other staff.

## POSITION DESCRIPTION

Choanoke Area Development Association, Inc.

<b>Position</b>	Custodian	<b>Date:</b>	August, 2015
<b>Overtime Status</b>	Non – Exempt	<b>Grade:</b>	1
<b>Salary Range</b>		<b>Program Period School Year</b>	44/48 Weeks
<b>Site Location</b>	Assigned Center		
<b>Department</b>	Head Start		
<b>Reports to</b>	Center Manager, Program Operations Manager, Operations Assistant		

**Qualifications:**

Knowledge of cleaning procedures, ability to follow instructions, and ability to perform medium to heavy physical work. Must have a NC Driver’s License and acceptable driving record. Must meet licensure requirements to work at a Head Start Center. Ability to read and understand product labels. Criminal Record Check and Health certificate required.

**Basic Functions:**

Performs manual work involving the cleaning and minor maintenance of assigned area. The employee performs a variety of duties in the care and cleaning of offices and public areas of building. Duties may include physically strenuous activities such as moving furniture, operating cleaning equipment, and delivering large quantities of groceries and housekeeping supplies. Work may also include driving a small van or truck to pick up and deliver in-kind merchandise, groceries, or supplies. Work is performed under close supervision, guided by a daily schedule for general assignments and specific instructions for special assignments. Work is reviewed through inspections and frequent consultations with supervisory personnel.

**Specific Functions:**

1. Sweeps, mops, and vacuums floor surfaces.
2. Waxes and buffs wood and tile floors.
3. Clean restroom areas and replenishes paper supplies and soap as necessary.
4. Cleans windows, walls, woodwork, and light fixtures.
5. Deliver in-kind merchandise, groceries, and supplies.
6. Empties trash receptacles.
7. Moves furniture upon assignment.
8. Makes minor repairs and light bulb and fluorescent tube replacements.
9. Shovels snow from walks and drives.
10. Performs related work as assigned.
11. Cleans and sanitizes the cafeteria after meals
12. Follow instructions regarding the use of chemicals and supplies
13. Performs normal maintenance such as replacement of filters
14. Pick up trash from facility parking lots and playgrounds.
15. Refer facility needs to Center Manager and to Program Operations Manager.

## **PHYSICAL REQUIREMENTS**

### **Custodian/Maintenance**

1. Ability to lift/manipulate/move all Head Start/Early Head Start or CADA related items weighing up to 60 pounds from one place to another.
2. Ability to lift/manipulate/move/pull furniture/large toys found in a Head Start or Early Head Start classroom and handle large toys such as trikes, etc on the outside play areas.
3. Vision sufficiently correctable to permit full performance of all job duties.
4. Hearing sufficiently correctable to permit full performance of all job duties.
5. Ability to run, jump, walk, etc. at a swift pace.
6. Be able go up or down stairs or uneven surfaces.
7. Wide range of mobility to be able to stoop or squat from a standing position, bend to retrieve an item. Carrying a weight when necessary.
8. Sitting from a standing or stooping position.
9. Physically able to work outside for extended times in different environmental conditions.
10. Be able to frequently work in close quarters, crawl spaces, shafts, manholes, small enclosed rooms, small sewage and water line pipes, and other areas which could cause claustrophobia.
11. The ability to work around hazards, such as: a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
12. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
13. Sufficient verbal skills, speech and tone of voice (ability to keep an appropriate low tone of voice) for effective interpersonal communication with children, their families, the community and other staff.

**Reviewed June, 2018**

POSITION DESCRIPTION  
Choanoke Area Development Association

Position Title:	<u>Head Start Child Development Teacher</u>	Date:	<u>6/2016</u>
Overtime Status:	<u>Non – exempt</u>	Grade:	<u>2</u>
Salary Range	_____	Program Period:	<u>School Year – 42 weeks</u>
Site Location	<u>Assigned Center</u>		
Department	<u>Head Start</u>		
Reports to	<u>Center Director / Lead Teacher 2./Family Services Site Manager</u>		

Qualifications:

Must possess one of the following credentials: Graduate of a four year college with major in Child development / Early Childhood Education, Birth to Kindergarten or a related field; or Associates Degree in Early Childhood Education , Child Development or a related field and/or working toward a Bachelor’s Degree in Early Childhood Education, Child Development, Birth to Kindergarten or a related field. Working knowledge of good health practices. Considerable knowledge of child growth and development and planning programs to appropriately meet the physical, mental, and emotional needs of children. Ability to establish rapport with children and their parents in order to obtain information concerning needs of individual children. Ability to prepare and maintain records and reports for Head Start. Ability to exercise good judgment in appraising situations and making decisions. Experience in working with pre – school children in a nursery school kindergarten, or day care facility. Possession of a valid health certificate issued by the County Health Department.

Basic Functions:

Performs educational work in teaching a specific group of pre – school children in a child development facility. An employee in this class is responsible for the instruction of a specific group of pre – school children to develop their potential physically, mentally, and socially: Work involves coordinating daily education and recreational activities, evaluating children’s individual progress. Work also involves utilizing various methods of training such as audiovisual aids, phonographic aids, and personal computer software. Work is performed under with general supervision of Center Director, Lead Teacher 2 or Family Services Site Manager. Must adhere to Head Start Federal Mandates., and is responsible for the completion of any requirements or tasks due to collaborations with school systems or other agencies. Performs related work as assigned.

Specific Functions:

1. Prepare and carry out daily indoor and outdoor education activities.
2. Develop lesson plans and submit for development and approval.

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3. Assign and supervise the activities of assistants and volunteers.
4. Maintain adequate supplies and see that equipment is kept in good condition.
5. Input data into CHILDPLUS, Teaching Strategies Gold (TSG) System and E-DECA 2.0
6. Discuss with parents individual child's progress and plans objectives to meet his needs.
7. Attend and participate in general staff meetings and staff development conference.
8. Complete daily, weekly and monthly reports.
9. Provide training for classroom volunteers to include planned parent engagement activities.
10. Conduct daily health check.
11. Track children's education program on daily basis.
12. Schedule parent / teacher conferences.
13. Conduct pre and post educational assessment an each child and refer children to specialized services.
14. Set – up classroom with learning centers to reflect curriculum model.
15. Visit each child's home at least twice per year.
16. Send Program reports home to parent each quarter.
17. Send Home Follow – up newsletter and Personal Skill Profile home to parent each month.
18. Know and monitor nutrition plans for children.
19. Eat with children during meal times.
20. Maintain a clean and organized classroom environment.
21. Know Head Start Program Performance Standards and implement continuous improvement plans.
22. Individualize instructions based on in identified needs.



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23. Coordinate referrals for health and disabilities and behavioral needs when identified and track referrals and plans.
24. Plan for field trips and Family Fun Day activities.

**PHYSICAL REQUIREMENTS**

**Teacher Assistant – Bus Monitor**

- A. Ability to lift/manipulate/move children from the age of birth – 5 years of age weighing up to 50 pounds from one place to another.
- B. Ability to lift/manipulate/move/pull furniture/large toys found in a Head Start or Early Head Start classroom and handle large toys such as trikes, etc on the outside play areas.
- C. Vision sufficiently correctable to permit full performance of all job duties.
- D. Hearing sufficiently correctable to permit full performance of all job duties.
- E. Ability to run, jump, walk, etc. at a swift pace.
- F. Be able go up or down stairs or uneven surfaces.
- G. Wide range of mobility to be able to stoop or squat from a standing position, bend to retrieve a child or item. Carrying a child when necessary.
- H. Sitting from a standing or stooping position.
- I. Physically able to remain outside and interact with children during the entire outside play times.
- J. Floor play- providing developmentally stimulating activities on the floor for children crawling, sliding on their stomachs, rolling over, etc.
- K. Physically able to perform with degree of dexterity such clerical functions as filing, labeling, stamping, stapling, data entry and writing.
- L. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- M. Sufficient verbal skills, speech and tone of voice (ability to keep an appropriate low tone of voice) for effective interpersonal communication with children, their families, the community and other staff.

POSITION DESCRIPTION  
Choanoke Area Development Association

Position Title	<u>Teacher Assistant / Bus Monitor</u>	Date:	<u>November 2015</u>
Overtime Status	<u>Non – exempt</u>	Grade :	<u>1</u>
Salary Range	_____	Program Period	School Year: <u>42/44 weeks</u>
Site Location	<u>Assigned Center</u>		
Department	<u>Head Start</u>		
Reports to	<u>Teacher / Center Manager</u>		

Qualifications:

Some experience in working with pre – school children in a nursery school, kindergarten or day care facility. Completion of the 12<sup>th</sup> grade or high school equivalent. One of the following is desired: A.A. Degree in Child Development, Child Development Associate Credential (CDA), Early Childhood Associate Degree. Interest in and some knowledge and understanding of the needs and problems of low income or disadvantaged persons and of the community environment. Some knowledge of child growth and development theories and principles. Personal traits of warmth, sensitivity and caring toward children and families are required.

Basic Functions:

Performs early childhood education enrichment activities in a classroom setting according to the instructional guidance of the Head Start Program Performance Standards and under the supervision of the classroom teacher and center manager. Works toward maintaining an environment that will foster the learning and development of children in the group. Maintains the general safety and well being of children in the child development setting and during the transportation process.

Specific Functions:

1. Assist in providing individualized instruction for each child in the group.
2. Help to develop the Daily Lesson Plan with teachers and parents.
3. Assist children with toileting needs.
4. Assist with children’s Health Checks in arrival and departure.
5. Supervise children during outdoor play activities, field trips, etc.
6. Supervise children closely when loading and unloading the bus, van, etc.
7. Eat with children during meal periods.
8. Help children to dress appropriately for weather conditions.
9. Accompany teachers or other staff on Home Visits.
10. Assist with the general maintenance of the classroom.
11. Check playground for safety before each play period.

12. Completes the Health Lesson Plan for each day's activities.
13. Assist with the involvement of parents in the daily education program.
14. Assist with the supervision of children during the transportation process.
15. Use positive language and guidance in helping children separate for family members.
16. See that children are safely buckled into seat belts or car seats, and they remain so during the transportation process.
17. CHECK THE BUS / VAN THOROUGHLY AFTER EACH TRIP. Look under seats behind seats and all other areas where view is obstructed to make sure all children have exited the bus.
18. BE ON CONSTANT ALERT FOR SPECIAL MEDICAL PROBLEMS OF ACCIDENTS THAT MAY OCCUR WITH CHILDREN DURING TRANSPORT (diabetes, seizures, and etc.).
19. Deliver program materials to parents (Newsletters, Home Portfolio and etc.).
20. Perform other duties as relates to the overall health, safety and social competence of children in the group.
21. Input data into CHILDPPLUS.

## **PHYSICAL REQUIREMENTS**

### **Teacher Assistant – Bus Monitor**

- A. Ability to lift/manipulate/move children from the age of birth – 5 years of age weighing up to 50 pounds from one place to another.
- B. Ability to lift/manipulate/move/pull furniture/large toys found in a Head Start or Early Head Start classroom and handle large toys such as trikes, etc on the outside play areas.
- C. Vision sufficiently correctable to permit full performance of all job duties.
- D. Hearing sufficiently correctable to permit full performance of all job duties.
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- H. Sitting from a standing or stooping position.
- I. Physically able to remain outside and interact with children during the entire outside play times.
- J. Floor play- providing developmentally stimulating activities on the floor for

children crawling, sliding on their stomachs, rolling over, etc.

- K. Physically able to perform with degree of dexterity such clerical functions as filing, labeling, stamping, stapling, data entry and writing.
- L. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- M. Sufficient verbal skills, speech and tone of voice (ability to keep an appropriate low tone of voice) for effective interpersonal communication with children, their families, the community and other staff.



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 www.nc-cada.org

**APPLICATION FOR EMPLOYMENT**

\_\_\_\_\_ **Date of Application**

**CADA policy prohibits discrimination based on race, sex, color, creed, national origin, age, or disability.**

<b>Last Name</b>		<b>First Name</b>		<b>Middle Name</b>	
<b>Address (Street No. &amp; Name)</b>		<b>City</b>		<b>State</b>	
		( )		( )	
<b>County</b>		<b>Phone (Home/or where you can be reached)</b>		<b>Business Phone</b>	

**AVAILABILITY**

Are you related by birth or marriage to any person now working for CADA or a member of the CADA Board?  
 \_\_\_\_\_yes \_\_\_\_\_no (If yes, give name, relationship to you and location employed). \_\_\_\_\_

Check (✓) the types of work you will accept:  
 \_\_\_\_\_(1) Regular, Full-time      \_\_\_\_\_(2) Regular, Part-time      \_\_\_\_\_(3) Temporary, Full-time  
 \_\_\_\_\_(4) Temporary, Part-time      \_\_\_\_\_(5) Any of the Preceding      \_\_\_\_\_(6) Work Involving Travel  
 \_\_\_\_\_(7) Shift or Split Shift Work

If you are not available for work now, enter the earliest date you could begin work. (Month/Day/Year) \_\_\_\_\_

**JOBS APPLIED FOR**

Enter below the specific title(s) of the job(s) for which you are applying. Please list no more than three on this application.

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

**REFERRAL SOURCE**

Please indicate your referral source: \_\_\_\_\_

If you were referred by the Employment Security Commission (Job Service) please indicate which local office:

\_\_\_\_\_

**EDUCATION**

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4  
 Under S/Q Hrs., list the hours of credit received and if they were semester (S) or quarter (Q) hours.

Schools	Name and Location	Dates Attended (mo/yr)		Grad?	S/Q Hrs.	Maj/Min Course Work	Type of Degree Received
		From:	To:				
High School				Yes			
				No			
College(s) University(ies)				Yes			
				No			
Graduate or Professional				Yes			
				No			
Other educational, vocational schools, internships, etc.				Yes			
				No			

Special training programs and seminars you have completed in the last five years (List):  
 \_\_\_\_\_  
 \_\_\_\_\_

If the job(s) applied for calls for specific courses, indicate those courses taken and credits received:

Current professional status: (List fields of work for which you have been registered)

Registration: \_\_\_\_\_ State: \_\_\_\_\_ No. \_\_\_\_\_  
 Registration: \_\_\_\_\_ State: \_\_\_\_\_ No. \_\_\_\_\_

Membership in professional, honorary, or technical societies (List):  _____	DO NOT COMPLETE THIS BLOCK
	DEGREES AND PROFESSIONAL CREDENTIALS <input type="checkbox"/> Have been verified <input type="checkbox"/> Will be verified within 90 days (G.S. 126-30) Person Responsible _____

Have you ever been Bonded? \_\_\_\_\_yes \_\_\_\_\_no  
 If yes, with which Employer? \_\_\_\_\_

Licenses and certification (List, giving dates and sources of issuance):  
 \_\_\_\_\_  
 \_\_\_\_\_

**SKILLS:**  
 CHECK (✓) the following skills, experiences, etc. which you have:

<input type="checkbox"/> Driver's license _____ Number _____ State _____	<input type="checkbox"/> Sign language _____	<input type="checkbox"/> Legal transcription
<input type="checkbox"/> Chauffeur's license _____ Number _____ State _____	<input type="checkbox"/> Foreign language (specify _____)	<input type="checkbox"/> Carpentry
<input type="checkbox"/> Car for use at work	<input type="checkbox"/> Adding machine/calculator _____	<input type="checkbox"/> Word Processing Skills
	<input type="checkbox"/> Typing (specify WPM) _____	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Shorthand / speedwriting (specify WPM) _____	

Have you ever been convicted of an offense against the law other than a minor traffic violation? (A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.)  
 YES  NO (If yes, explain fully on an additional sheet)

**WORK HISTORY (include volunteer experience) Use additional sheets if necessary**

Current or Last Employer:			Address:		
Job Title			Supervisor's name:		Telephone No.
Date Employed (mo/yr)			Starting Salary \$ _____ per _____	Ending or Current Salary \$ _____ per _____	Reason for Leaving
Date Separated (mo/yr)			List major duties in order of their importance in the job:		
Full Time	Years	Months			
Part Time	Years	Months			
If part time, number of hours worked per week:					

1)

Employer:			Address:		
Job Title			Supervisor's name:		Telephone No.
Date Employed (mo/yr)			Starting Salary	Ending or Current Salary	Reason for Leaving
			\$ _____ per	\$ _____ per	May we contact Employer YES <input type="checkbox"/> NO <input type="checkbox"/>
Date Separated (mo/yr)			List major duties in order of their importance in the job:		
Full Time	Years	Months			
Part Time	Years	Months			
If part time, number of hours worked per week:					

2)

Current or Last Employer:			Address:		
Job Title			Supervisor's name:		Telephone No.
Date Employed (mo/yr)			Starting Salary	Ending or Current Salary	Reason for Leaving
			\$ _____ per	\$ _____ per	May we contact Employer YES <input type="checkbox"/> NO <input type="checkbox"/>
Date Separated (mo/yr)			List major duties in order of their importance in the job:		
Full Time	Years	Months			
Part Time	Years	Months			
If part time, number of hours worked per week:					

3)

Current or Last Employer:			Address:		
Job Title			Supervisor's name:		Telephone No.
Date Employed (mo/yr)			Starting Salary	Ending or Current Salary	Reason for Leaving
			\$ _____ per	\$ _____ per	May we contact Employer YES <input type="checkbox"/> NO <input type="checkbox"/>
Date Separated (mo/yr)			List major duties in order of their importance in the job:		
Full Time	Years	Months			
Part Time	Years	Months			
If part time, number of hours worked per week:					

4)

Current or Last Employer:			Address:		
Job Title			Supervisor's name:		Telephone No.
Date Employed (mo/yr)			Starting Salary	Ending or Current Salary	Reason for Leaving
			\$ _____ per	\$ _____ per	May we contact Employer YES <input type="checkbox"/> NO <input type="checkbox"/>
Date Separated (mo/yr)			List major duties in order of their importance in the job:		
Full Time	Years	Months			
Part Time	Years	Months			
If part time, number of hours worked per week:					

5)

DO NOT CONTACT EMPLOYER NUMBER(S) \_\_\_\_\_

REASON \_\_\_\_\_

WE MAY CONTACT THE EMPLOYERS LISTED ABOVE UNLESS YOU INDICATE THOSE YOU MAY NOT WANT US TO CONTACT.

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed, and (or) criminal action. I further undersigned that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications. (Authority: G.S. 126-30, G.S. 14-122.1).

\_\_\_\_\_  
Signature of Applicant (unsigned applications will not be processed)

\_\_\_\_\_  
Date

*FOR EMPLOYER'S USE ONLY*

R E F E R E N C E  C H E C K	Employer	Person Contacted	Results
	1		
	2		
	3		
	4		

I N T E R V I E W  R E S U L T S	Interviewer Name and Comments



# Voluntary Confidential Applicant Data Sheet

(For Affirmative Action Purposes Only)

Choanoke Area Development Association of NC, Inc., (CADA) policy prohibits discrimination based on race, sex, color, national origin, age or disability. As part of CADA's Equal Opportunity Program, the federal government requires us to compile summary data about applicants. This Confidential Applicant Data Sheet is intended to help us collect this information. All responses are completely voluntary and will be used for statistical analysis only. This sheet will be removed by Human Resources and will not remain with your application. Refusal to respond will not result in adverse treatment of any applicant. Please complete and submit the following with your completed application.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Gender: \_\_\_ Female \_\_\_ Male  
Date of Birth: \_\_\_\_\_ Position Applied For: \_\_\_\_\_

## ETHNIC BACKGROUND

- White** (non Hispanic origin)  
 **Black/African American** (non Hispanic origin)  
 **American Indian or Alaskan Native**  
 **Hispanic** (Mexican, Puerto Rican, Cuban, Central or South American Latino, regardless of race)  
 **Asian or Pacific Islanders**  
 **Other or Multi-Ethnic/Racial**

## DISABILITY

Any person who (1) Has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) Has a record of such impairment, or (3) Is regarded as having such an impairment.

- None/Prefer not to report.  
 Blind or severely visually impaired  
 Deaf or severely hearing impaired  
 Loss or Limited use of arms and or hands  
 Non-Ambulatory (must use wheelchair)  
 Semi-Ambulatory (limited mobility, but wheelchair not needed)  
 Respiratory Impairment  
 Nervous System /Neurological disorder  
 Mental Illness/Emotional Disturbance  
 Learning Disability  
 Other (Specify): \_\_\_\_\_

## VETERAN

**Vietnam Era Veteran** – “a person (1) who served an active duty between 9/5/64 and 5/7/75 for a period of more than 180 days, and any part of which occurred during the Vietnam era, and was discharged or released therefrom with other than a dishonorable discharge, or (ii) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed during the Vietnam era, and (2) who was so discharged or released within 48 months preceding his application for employment covered under the Act.”

**Disabled Veteran** – “a person entitled to disability compensation under laws administered by the Veterans Administration for a disability rated at 10 to 20 per cent in the case of a veteran who has been determined to have a serious employment handicap (section 1506 of Title 38) or a person who was discharged from active duty because of a service-connected disability.”

**Disabled Vietnam Era Veteran** – Both of the above.

## CITIZENSHIP

**Resident Foreign National** (an alien who has been admitted for permanent residence – must have Alien Registration Receipt Card, form I-551)

**Non-Resident Foreign National** (an alien admitted temporarily for specific purposes and periods of time)

**United States Citizens**

## REFERRAL SOURCE

- Walk-In  
 Internet  
 Newspaper (please list) \_\_\_\_\_  
 Other \_\_\_\_\_
- Employment Security Commission  
 CADA Employee  
 Relative
- JobLink Center  
 Relative