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COMPONENT: ADMINISTRATION

SUBJECT: NEW HIRE PROCEDURE

PERFORMANCE OBJECTIVES:

Any person who wishes employment with Highland Rim Head Start must provide the following:

1. A formal application
2. A copy of High School diploma or GED
3. Three letters of reference

A job interview will be conducted with the applicants who best meet the criteria for the position. Upon a conditional job offer, the following items will be requested:

1. A physical examination including a negative TB skin test.
2. Agree to a criminal background check and sign authorization forms.
3. A valid vehicle operator's license or another type of identification.
4. A drug test
5. Agree to fingerprinting and sign forms in preparation of fingerprinting to be submitted to TBI and FBI.

If the position requires (or the applicant wishes to be prepared for a position requiring a CDL), the applicant must be able to obtain a Commercial Drivers License. This will require a medical examination performed by a licensed doctor of medicine or osteopathy, establishing that the individual possesses the physical ability to perform any job related function with any necessary accommodations. The medical information will be placed in the employees personnel file.

Current and former Head Start parents receive preference for employment vacancies for which they are qualified.