



EMPLOYMENT OPPORTUNITY

www.seta.net

Sacramento Employment and Training Agency
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Phone (916) 263-3800
TDD 1-800-735-2929
24-Hour Job Line (916) 552-1478

HEAD START TEMPORARY/ON CALL COOK/DRIVER \$10.41/Hour (CONTINUOUS FILING)

HOW TO APPLY: A completed SETA application, a Head Start Declaration and a copy of a current DMV printout must be submitted when applying for the Head Start Temporary/On-Call Cook/Driver position. Application materials can be obtained in the lobby at 925 Del Paso Blvd., Suite #100.

DEFINITION

Under general direction, to perform food preparation, pick up and delivery of food to various Head Start sites, and service assignments in the Head Start Program operated by the Sacramento Employment and Training Agency; to assist with menu planning; to maintain food preparation and service facilities in a clean and orderly condition; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions which perform food preparation, delivery, and service assignments in the Head Start Program operated by the Sacramento Employment and Training Agency. Duties include food preparation, food delivery, sanitation, and record keeping assignment.

EXAMPLE OF DUTIES

Assists with menu planning and working with parent groups; assists with ordering, inventory, and storage of food and supplies; prepares food for meals and snacks; maintains food service and preparation facilities in a clean and sanitary condition; assists with record keeping assignments; pick up and deliver food to various Head Start sites.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic knowledge of Head Start programs and policies.
- Quantity food production, storage and handling methods.
- Requirements of federal food service programs.

AND

Possession of a valid class C California Driver's License is required. A good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents.

AND

CONTINUED

Ability to:

- Perform quantity food preparation and storage assignments.
- Assist with menu planning.
- Maintain food service facilities in a clean and sanitary condition.
- Assist with food ordering and record keeping.
- Follow oral and written directions.
- Deal tactfully and courteously with parents and young children.
- Establish and maintain cooperative working relationships.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

At least one year of working experience (paid or volunteer) as a cook.

SELECTION PROCESS: Stage I of the selection process will be a training and experience evaluation conducted by an Application Screening Committee who will select those appearing to best meet the needs of the Agency based on information provided on the application materials. **Only the most suitably qualified applicants will advance to Stage II of the selection process.** Stage II will be an examination that may consist of a written exercise, role-play exercise and/or an oral interview (weighted 100%). Candidates must attain a minimum score of 70% in Stage II in order to be placed on the eligible list.

NOTE: Those selected will be required to submit verification of citizenship or legal right to work in the United States at time of employment. Employment is subject to successful completion of a tb test and fingerprint clearance.

These temporary, on-call positions are not entitled to SETA benefits.

EMPLOYMENT APPLICATION

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Sacramento, CA 95815

(916) 263-3800

24 Hour Job Line (916) 552-1478

TDD CA Relay System 1 (800) 735-2929

INSTRUCTIONS:

1. PRINT LEGIBLY OR TYPE: This application is part of the examination process. Late and/or incomplete applications will be rejected.
2. Print or type the title of the examination in space provided.
3. Complete a separate application for each examination desired. Make sure proper job title appears on each application.
4. Complete both sides of the application form. All applications must have an original signature and must be dated.
5. Applicants must meet all qualifications for classification by the final filing date, unless specifically exempted in the job announcement. An incomplete application may be grounds for rejection. An applicant may be required to submit additional proof of qualifications and verification of education and training.
6. It is the applicant's responsibility to insure the application is in the SETA Personnel Office NO LATER THAN 5:00 P.M. on the filing deadline. Postmarks are not accepted. Facsimiles and late applications will be rejected.
7. In compliance with State and Federal Laws, the Sacramento Employment and Training Agency will employ and promote qualified individuals without regard to disability. SETA is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations, in the examination process must do so by the filing deadline. Please fill out the Accommodation section of this application completely, otherwise it may not be possible to arrange accommodations for the selection process. For more information call (916)263-3800.
8. It is the policy of SETA to treat each applicant in a fair and consistent manner. The applicants experience, knowledge, skills, and abilities as demonstrated on the employment application are the relevant factors used in the screening process.

RECRUITMENT INFORMATION - Please indicate how you became aware of this job opportunity:

- | | |
|--|---|
| <input type="checkbox"/> Sacramento Bee | <input type="checkbox"/> State Employment Office (EDD) |
| <input type="checkbox"/> Sacramento Observer | <input type="checkbox"/> SETA Office |
| <input type="checkbox"/> Job Journal | <input type="checkbox"/> Sacramento Works Career Center |
| <input type="checkbox"/> Career Builder | <input type="checkbox"/> Word of Mouth |
| <input type="checkbox"/> City Office | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> County Office | |

AFFIRMATIVE ACTION QUESTIONNAIRE

DO NOT DETACH
(PLEASE PRINT OR TYPE)

Job Title

SEX: Male ____ Female ____

AGE: Over ____ Under 40 ____

To further its commitment to Equal Opportunity Employment, SETA is requesting all applicants for examination to voluntarily provide the following information. The information will be detached from the application and will be used only for research and evaluation purposes. This information will not have any effect upon your application.

ETHNIC ORIGIN (Please Check One)

- American Indian** - Persons descended from the original people of North America and who maintain cultural identification through tribal affiliation or community organization.
- African American** - Persons of African descent including Black persons with Spanish surname.
- Asian Indian** - Includes persons of Pakistani and East Indian descent.
- Caucasian** - Includes persons of Indo-European descent except those in other groups.
- Chinese** - Includes persons of Chinese, Indo-Chinese, or Korean descent.
- Filipino** - Persons of Filipino descent.
- Hispanic** - Includes all persons of Mexican-Latin American, or Spanish descent except those who are Black.
- Japanese** - Persons of Japanese descent.
- Polynesian** - Includes persons of Polynesian descent who are not included in any other group.

Sacramento Employment and Training Agency

EMPLOYMENT APPLICATION

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Sacramento, CA 95815

(916) 263-3800

Job Title: _____

IMPORTANT: This application is part of the examination process. It must be completely filled out, signed, and dated to be accepted. Late and/or incomplete applications will be rejected.

| | | | | | | | |
|----------------------|--|------------------------|-------|--|----------------------------|----------------------|-----------------|
| PRINT OR TYPE | | | | <i>(for simplification of processing only)</i> | | For Office Use Only: | |
| Name | | Social Security Number | | _____ Accommodations | | _____ Application | |
| Address | | City | State | Zip Code | _____ Application Rejected | | _____ Education |
| Home Phone | | Work/Message Phone | | _____ Does Not Meet MQ's | | _____ Late | |
| | | | | _____ Other | | | |

Education and Training: You may be required to submit verification of your college education prior to employment.

1. High School Graduate or Passed GED? YES ___ NO ___

| 2. | Name & Location of College, University, or Trade School | Major Course of Study | Units Completed | | Diploma, Certificate, or Degree Received |
|----|---|-----------------------|-----------------|---------------|--|
| | | | Semester Units | Quarter Units | |
| | | | | | |
| | | | | | |
| | | | | | |

3. List current certificates of professional competence, licenses, membership in professional associations.

4. Current/Former Head Start Parent? YES ___ NO ___

ALL APPLICANTS must immediately notify the SETA Personnel Office of address/phone number changes by calling 263-3588.

Convictions: Conviction of a crime is not necessarily a bar to employment. Each case is considered separately based on job requirements. Some classifications may require a fingerprinting check as verification. You may omit any conviction committed prior to your 18th birthday, which was finally settled in Juvenile Court, or under a youth offender law.

FAILURE TO LIST CONVICTIONS MAY RESULT IN TERMINATION FROM THE EXAMINATION PROCESS OR EMPLOYMENT

Have you ever been convicted of a crime? YES ___ NO ___

List all convictions. Attach additional sheet if necessary. (Cite Penal Code if known.)

Offense: _____ Conviction Date: _____ Location: _____ Fine/Sentence: _____

Accommodations: Describe any accommodation you may need in taking the examination:

EMPLOYMENT HISTORY: List your work record for the last 10 years and related volunteer experience. Begin with your most recent position, include U.S. Military service. This section must be filled out completely. Attaching a resume without completing this section will render your application incomplete. If you need additional space, you may attach additional documentation.



IMPORTANT: Check box if you **DO NOT** want us contacting the employer listed.

| | | | |
|--------------------------|---|-----------------------|---|
| <input type="checkbox"/> | From: To: Last Salary: Hours per week: | Job Title and Duties: | Organization: Address: Phone: Name of Supervisor: Reason for leaving: |
| <input type="checkbox"/> | From: To: Last Salary: Hours per week: | Job Title and Duties: | Organization: Address: Phone: Name of Supervisor: Reason for leaving: |
| <input type="checkbox"/> | From: To: Last Salary: Hours per week: | Job Title and Duties: | Organization: Address: Phone: Name of Supervisor: Reason for leaving: |
| <input type="checkbox"/> | From: To: Last Salary: Hours per week: | Job Title and Duties: | Organization: Address: Phone: Name of Supervisor: Reason for leaving: |

Do you have any relative(s) currently employed by SETA? If yes, list name(s):

Are you receiving benefits from the Sacramento County Retirement System?
Yes No

SKILLS: Typing _____WPM 10 Key _____ Language _____ verbal
I am proficient in the following software applications: written

READ BEFORE SIGNING: I hereby certify that all statements made on or in connection with this application are true to the best of my knowledge. I understand that false statements and/or failure to meet legal minimum qualifications for this position will be sufficient cause to eliminate me from the examination or dismiss me from employment. I understand that if I am offered employment a medical examination and/or fingerprinting may be required. I understand and give you permission to contact my previous employers, except those indicated above.

Your signature _____ Date _____
(all applications must have an original signature to be considered valid)



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Main Office
(916) 263-3800

Head Start
(916) 263-3804

Website: <http://www.seta.net>

Release of Information Form

I, _____, hereby authorize the Sacramento Employment and Training Agency (SETA) to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to SETA any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release SETA, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

Signature

Date

HEAD START DECLARATION

Confidential Personnel File Information

In compliance with 45 CFR Part 1301, Subpart D, Head Start Grants Administration Personnel Policies, Section 1301.31 (c) and (d).

Name of Prospective Employee (Please Print): _____

Federal policies now require that Head Start agencies require all prospective employees to sign a declaration prior to employment which lists:

- (1) All pending and prior criminal arrests and charges related to child sexual abuse and their disposition;
- (2) Convictions related to other forms of child abuse and/or neglect; and
- (3) All convictions of violent felonies.

The declaration may exclude:

- Any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies committed before the prospective employee's 18th birthday, which was finally adjudicated in a juvenile court or under a youth offender law;
- Any conviction for which the record has been expunged under Federal or State Law; and
- Any conviction set aside under the Federal Youth Corrections Act or similar State authority.

Note that individuals who declare, through this form, that they have been arrested, charged with, or convicted of any of the offenses listed above are not automatically disqualified from being hired. Head Start agencies must review each case to assess the relevance of an arrest, charge, or conviction to a hiring decision.

Please provide your signature on the appropriate category below:

I have not been arrested, charged, and/or convicted on one or more of the three types of offenses listed above.

Signature

Date

*****OR*****

I have been arrested, charged, and/or convicted on one or more of the three types of offenses listed above. If so, please attach information listing the offenses(s), the date(s) of the arrest, charge, and/or conviction, and other relevant information.

Signature

Date