



Employment Application Form

APPLICANT INFORMATION		
<i>Applications are considered for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, or the presence of a non-related medical condition or handicap.</i>		
Name:		Date:
Address:		Phone:
City:	State:	Zip Code:
Have you previously applied to The Arc? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?		
Were you previously employed by The Arc? <input type="checkbox"/> Yes <input type="checkbox"/> No		Position applying for:
Available to start: ___/___/_____	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Other_____	
Please specify hours available to work:	Sun_____ Mon_____ Tue_____ Wed_____	
	Thur_____ Fri_____ Sat_____	
EMPLOYMENT EXPERIENCE		
<i>Start with your present job or last job. Include military assignments and other volunteer activities. Exclude organizational names that indicate race, color, religion, sex, or national origin.</i>		
Employer:		
Address:		Phone:
City:	State:	Zip:
Job Title:	Supervisor's Name:	
Dates of Employment:	Salary or Hourly Rate:	
Duties & Responsibilities:		
Reason for Leaving:		
Employer:		
Address:		Phone:
City:	State:	Zip:
Job Title:	Supervisor's Name:	
Dates of Employment:	Salary or Hourly Rate:	
Duties & Responsibilities:		
Reason for Leaving:		

Employer:		
Address:		Phone:
City:	State:	Zip:
Job Title:	Supervisor's Name:	
Dates of Employment:	Salary or Hourly Rate:	
Duties & Responsibilities:		
Reason for Leaving:		
EDUCATION		
High School Attended:	# of Years	Diploma/GED
_____	_____	_____
College/University Attended:	# of Years	Degree
_____	_____	_____
_____	_____	_____
_____	_____	_____
Professional Licenses, Certifications or Registrations:		
Describe any special qualifications for this position:		

Do you have a permanent valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Drivers License Number:	State:	Expires:
Have you had any accidents during the past three years? <input type="checkbox"/> Yes <input type="checkbox"/> No How many? _____		
Have you had any moving violations during the past three years? <input type="checkbox"/> Yes <input type="checkbox"/> No How many? _____		

Are you a veteran of the U.S. Military service? Yes No

Military Branch of Service: _____

Describe any military training received relevant to the position for which you are applying:

Are you legally authorized to work in the United States? Yes No

Are you at least 21 years of age or older? Yes No

Do any of your friends or relatives work at The Arc of Dunn County, Inc.? Yes No

Have you ever been convicted of a criminal offense and/or arrested for a crime for which trial is now pending?
 Yes No If yes, please explain:

Have you ever been discharged from any employment, asked to resign or advised that if you did not resign, your employment would be terminated? Yes No If yes, please explain:

REFERENCES

Please list three professional references not related to you:

Name of Reference

Relationship

Contact Phone

May we contact your present employer? Yes No

SIGNATURE

Thank you for completing this application form and for your interest in employment with us. The Arc of Dunn County, Inc. is an equal opportunity employer.

I certify that the information contained in this application is true and complete to the best of my knowledge and I understand that if I am employed, I may be discharged if I supplied falsified or incomplete information. I authorize The Arc of Dunn County, Inc. to investigate my personal background, qualifications, and all statements made in this application. I release The Arc of Dunn County, Inc. and anyone supplying information to The Arc of Dunn County, Inc., as well as their respective agents, from liability in connection with this investigation. I understand that if I am employed, my employment is for no definite period of time and that, while I may resign at any time for any reason, The Arc of Dunn County, Inc. also reserves the right to end my employment at any time for any reason. I also understand that The Arc of Dunn County, Inc. has the right to make any unilateral changes in the employment relationship it deems appropriate.

Applicant's Signature

Date