



The United Arc

The United Arc is an equal employment opportunity employer which selects the individual who is the best match for a position based on job-related qualifications, without regard to race, color, creed, sex, national origin, religion, sexual preference, age, disability, or other protected group status.

Application for Employment

Candidate's Name: _____ Date: _____

Address: _____ Best time to reach you: _____

Telephone Number: _____ Email: _____

How were you referred to us?

Walk-in Advertisement Our Website Other Internet School Job Fair

Staffing Agency Government Employment Agency Other _____

Employee Referral Employee's Name: _____

Are you 18 years of age or older?

Yes No

Are you either a U.S. citizen or an alien authorized to work in the U.S.?

Yes No

Have you ever worked or attended school under another name? If so, what name? _____

Do you have any relatives working for The United Arc? Yes No If so, who? _____

What department? _____ Relationship? _____

Position Desired

Position: _____ Start date available: _____

Wage rate desired: \$ _____ Hourly Monthly Annually

Do you prefer: Full-time Part-time If part-time, # of hours per week desired: _____

Are you able to work: Weekends

Holidays

Nights

Overtime

Achieve with us.

Have you previously applied to The United Arc? Yes No If Yes, approximate date: _____

Have you previously worked for The United Arc? Yes No If yes, position: _____

If yes, please provide dates of employment: from _____ to _____

Reason(s) for leaving: _____ Former supervisor(s): _____

Are you willing to relocate? Yes No Are you willing to travel if necessary? Yes No

Education

High School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Technical School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
College/University:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Post-Graduate Education:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Other education, training or special skills:		

Skills

Are you experienced in using personal computers? Yes No PC Mac

Are you able to use Microsoft Outlook, Word, Excel, PowerPoint or Publisher? Yes No

What is your skill level for each program (B-beginner, M-mid-level, A-advanced, E-expert)?

Outlook: _____ Word: _____ Excel: _____ PowerPoint: _____ Publisher: _____

What other programs are you capable of using? _____

Certifications, trainings & additional skills: _____

Achieve with us.

Work Experience

Please list previous employment beginning with the most recent position. If you need more room, you may attach another sheet of paper.

Employer:	Phone Number:
From To	Position Held:
Description of Duties:	
Reason for Leaving:	

Employer:	Phone Number:
From To	Position Held:
Description of Duties:	
Reason for Leaving:	

Employer:	Phone Number:
From To	Position Held:
Description of Duties:	
Reason for Leaving:	

Employer:	Phone Number:
From To	Position Held:
Description of Duties:	
Reason for Leaving:	

References:

Identify three professional references who know your work, beginning with the most recent.

Name: _____ Phone #: _____ Email: _____

Address: _____ City, State, Zip: _____

Position or Title: _____ Years Known: _____

Name: _____ Phone #: _____ Email: _____

Address: _____ City, State, Zip: _____

Position or Title: _____ Years Known: _____

Name: _____ Phone #: _____ Email: _____

Address: _____ City, State, Zip: _____

Position or Title: _____ Years Known: _____

Authorization and Acknowledgements

I certify that the facts and information I have provided in this application are true and complete to the best of my knowledge, and I have not knowingly withheld any information requested. I understand that withholding or misstating any information requested in this application is grounds for rejection of my application, and that providing false or misleading information in this application is grounds for discharge if I have been employed, no matter when it is discovered by The United Arc.

I understand that any offer of employment is conditional based upon a satisfactory CORI, driving record and fingerprint check prior to hiring, and annually thereafter, as permitted by law. The United Arc retains the right to revise its policies and procedures, in whole or in part at any time.

I authorize the company to verify my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such inquiry or disclosure.

I understand and agree that nothing in this application, or discussed during an interview, creates an employment contract with The United Arc. Employment with The United Arc is “at-will” and may be terminated at any time, for any reason, with or without cause or notice, by me or the organization.

Candidate’s Signature

Date

WRITING EXERCISE

Please respond to the following questions, giving attention not only to the content of your answers but to their organization, clarity, sentence structure, grammar, punctuation, and spelling.

Why are you applying for this position?

What relevant employment, volunteer work, education, training, or experiences have you had which you feel qualify you for this position?

What do you feel an organization like The United Arc can and should provide to its clients, their families and the community?



Submission of this form is voluntary: however, your cooperation will assist us in evaluating the success of our affirmative action efforts.

Since you have recently applied or have been recommended for a position at The United Arc, we would appreciate your completing the information requested on this form. Although doing so is voluntary, the information is vital to the agency's affirmative action compliance Title VII of the Civil Rights Act, the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Act of 1974, and the Title IX of the Education Amendments of 1972. This information will be kept confidential, and refusal to supply it will not subject you to any adverse treatment.

Position recommended/applied for: _____

Name: _____
Last First M.I.

From what source did you learn of this position? _____

If advertisement, please name publication _____

Age _____ Sex _____ Disability _____
Specify

Citizenship: U.S. _____ Other _____
Specify

Ethnic Category:

_____ White American, not of Hispanic Origin – origins in any of the original peoples of Europe, North Africa, or the Middle East.

_____ Black American, not of Hispanic Origin – origins in any black racial group.

_____ Hispanic American – Origins of Mexican, Puerto Rican, Central of South American, or other Spanish culture regardless of race.

_____ Asian or Pacific Islander American – origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

_____ American Indian or Alaskan native – origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition.

_____ Multiracial – origins in two or more of the above categories.

Veteran Status: _____ I am a protected veteran _____ I am not a protected veteran