



# APPLICATION FOR EMPLOYMENT

## AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Qualified applicants are considered for employment without regard to race, color, religion, gender, national origin, age, mental or physical disabilities, marital status, veteran status, sexual orientation, gender identity and/or expression, genetic information, or any other characteristic protected by applicable law. All employment decisions shall be consistent with the principles of equal opportunity employment. Accommodations to enable all individuals to participate in the application process may be provided upon advance request.

### ANSWER ALL QUESTIONS - PLEASE PRINT

Applicant's Name (Last) (First) (Middle)		Date of Application	
Applicant's Address (Street)			
Applicant's Address (City, State, Zip)			
Telephone ( )		Applicant's Email Address	
Position(s) Applied For (List Job Title)		Status Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	
Referral Source <input type="checkbox"/> Advertisement <input type="checkbox"/> Employment Agency _____ <input type="checkbox"/> College/Career Placement Office <input type="checkbox"/> Job Fair <input type="checkbox"/> Employee <input type="checkbox"/> Other _____			
Are you willing to travel? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Limited	Are you willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Limited	Salary Requirement	Date Available for Work
Have you filed an application or been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes give date(s)			
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you eligible to be lawfully employed in the United States (proof of citizenship or immigration status will be required upon employment)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
List any friends or relatives employed by The Arc of McLennan County. What is the relationship?			
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide all detail* *Conviction of a crime will not automatically disqualify you from employment.			
Are you licensed to drive? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, in what state? _____ License # _____ Is your license currently under suspension for any reason? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain.			

### EMPLOYMENT EXPERIENCE (List each job held. Start with your present or last job. Include military service assignments and volunteer activities.)

Date From	Employer Name	Employer Address		
Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
<b>1</b>	Supervisor	Reason for Leaving		
	Work Performed			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you known by another name? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, What name?	
Date From	Employer Name	Employer Address		
Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
<b>2</b>	Supervisor	Reason for Leaving		
	Work Performed			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you known by another name? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, What name?	

Date From	Employer Name	Employer Address		
Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
3	Supervisor	Reason for Leaving		
	Work Performed	May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Are you known by another name? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, What name?	
Date From	Employer Name	Employer Address		
Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
4	Supervisor	Reason for Leaving		
	Work Performed	May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Are you known by another name? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, What name?	

**PLEASE EXPLAIN GAPS IN EMPLOYMENT GREATER THAN 90 DAYS**

Dates	Reason

**REFERENCES (List professional references only. Do not list friends or relatives)**

Name and Title	Address / Phone Number

Education	Name and Address of School	Course of Study	Did you Graduate?	List Diploma / Degree
High School				
College				
Other (Specify)				

Are you known to schools by another name?  Yes  No If Yes, what name(s) are you known by?

**PRE-EMPLOYMENT STATEMENT**

I represent that my responses set forth in this Application are truthful, accurate, and complete. Any and all false or inaccurate statements made by me in this Application or otherwise during the employment evaluation process shall be grounds both for rejecting my Application for employment and, should I be hired by The Arc, termination of my employment.

I authorize representatives of The Arc to contact educational institutions, state and federal agencies (to conduct driving record checks and criminal history records checks) and employers designated in this Application for purposes of verification and investigation of my educational, criminal record, driving record, and employment background and performance. Such individuals and organizations are authorized to release such information as may be requested by an Arc representative. I hereby release all such persons from liability or damages incurred as a result of furnishing such information. I understand that an unsatisfactory reference shall be grounds both for rejecting my Application for employment and, should I be hired by The Arc, termination of my employment.

Submission of the Application does not entitle me to be interviewed by The Arc. Further, nothing in this Application or in the employment evaluation process shall be construed as either an offer of employment or an obligation on the part of The Arc to provide any benefit to me. This Application shall be pending, unless withdrawn by me, until The Arc makes a decision on whether or not to hire me. Should I be employed by The Arc, I agree to comply with any and all employment rules and policies of The Arc.

After reading all of the terms of this Application, I hereby affirm that I understand and agree to the provisions of the same. I also agree that my employment with The Arc is on an "at-will" basis, meaning that such employment may be permanently discontinued by either The Arc (through discharge or lay/off) or myself through voluntarily quitting at any time without notice and without any recourse of any kind by either party. I expressly agree and understand this is the entire agreement between The Arc and me on the subject of discharge, termination and/or layoff, and it may be changed only by an agreement in writing signed by the Executive Director of The Arc. I agree to conform to The Arc's rules and I also agree that I shall be subject to other conditions, which The Arc may adopt. I affirm the information in this Application is true and complete, and any intentional deception herein may be considered sufficient cause for dismissal.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature