

UNIFYING PRINCIPLES

Those we serve come first....

Employee satisfaction....

Commit to excellence....

Communicate effectively....

Be dedicated....

Be innovative....

Position(s) Applying for:

Wage or Salary desired:

Are you available to work:

Full-time Half-time Part-time Summer Temporary Substitute

On what date and time would you be available to work? _____

Work History

Start with your most recent position. Periods of unemployment should also be noted.

#1. Company Name

Address

Type of Business

Dates of employment

Position held:

Starting Salary:

From: _____ To: _____

Ending Salary:

Supervisor's Name and Title:

May we contact this employer? _____ Employer's telephone number: () _____

#2. Company Name

Address

Type of Business

Dates of employment

Position held:

Starting Salary:

From: _____ To: _____

Ending Salary:

Supervisor's Name and Title:

May we contact this employer? _____ Employer's telephone number: () _____

#3. Company Name

Address

Type of Business

Dates of employment

Position held:

Starting Salary:

From: _____ To: _____

Ending Salary:

Supervisor's Name and Title:

May we contact this employer? _____ Employer's telephone number: () _____

EDUCATION

Type-of School	Complete Name and Address of School	Graduated		Major	Diploma, Degree or certificate
		Yes	No		
High School					
Colleges or Universities					

ADDITIONAL TRAINING OR CERTIFICATIONS:

PROFESSIONAL INFORMATION

Professional organization memberships (you may exclude memberships which would reveal sex, race, religion, national origin, age, marital status, disability or another protected status.)

Professional Licenses

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special experiences, job-related skills, and qualifications acquired from employment or other experience that would be beneficial to this agency:

REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

NAME	ADDRESS	PHONE #
1.		
2.		
3.		

How did you learn about us? (Please check and specify name of referral source.)

Advertisement _____ Friend _____ Walk-in
 Employment Agency _____ Relative _____ Other

APPLICANT STATEMENT

I certify that all of the information which I have supplied on this form is a true and complete statement of the facts and answers required herein without omissions of any kind whatsoever.

In the event of my employment, I understand that any omission, misrepresentation and/or falsification of information contained in this application would be grounds for immediate dismissal. I also understand that I am required to abide by all rules and regulations of the Agency and that I will be required to provide proof of citizenship of employment eligibility at the time of employment.

I further agree that the Arc of Delaware County may contact all and any previous employers, schools, and references for full information except as I have stated otherwise on this form. By this form, I hereby authorize and direct the employers, schools, or persons named above to give any information regarding my employment or education and hereby release said employers, schools, or persons as well as Arc of Delaware County from all liability for any damages whatsoever in providing this information to the Arc of Delaware County.

This is not a contract for employment. I understand and agree that if I am employed by the Arc of Delaware County the position of employment is for no definite period of time. Further, I understand and agree that if I am employed by the Agency, I will be free to terminate my employment at any time, with proper notice, and the Agency will retain the right to terminate my employment at any time without notice or cause. Any verbal or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

I HAVE CAREFULLY READ AND UNDERSTAND THE ABOVE STATEMENT.

Applicant's Signature: _____ Date: _____

The Arc of Delaware County, is an Equal Opportunity/Affirmative Action Employer.

OPTIONAL INFORMATION

The Arc of Delaware Co. is an affirmative action/equal opportunity employer. As part of the Agency's Affirmative Action Program, the federal government requires us to compile summary data about our applicants. All responses are completely voluntary and will be used solely to help us comply with government record keeping, reporting, and other legal requirements. Refusal to respond will not result in adverse treatment of any applicant. This data will be kept confidential. We would appreciate you voluntarily completing this section. Your cooperation is greatly appreciated.

Affirmative Action Survey

Government agencies require periodic reports on the sex, ethnicity, handicapped, and veteran status of applicants. This data is for analysis and affirmative action only:

Name: _____

Position(s) Applying for: _____

Date: _____

Check one:

Race/Ethnic Group (check one of the following):

- Male
- White
- Black
- Native American/Alaskan Native
- U.S. citizen
- Non-emigrant class
- Vietnam-Era Veteran
- Disabled individuals

- Female
- Hispanic
- Asian/Pacific Islander
- Other
- Permanent resident
- Disabled Veteran

Status (check one of the following):

Check if any of the following are applicable: