

# The Arc of York County

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## APPLICATION FOR EMPLOYMENT

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The Arc of York County is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or handicap.

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Date of Application \_\_\_\_\_ Position(s) applied for \_\_\_\_\_

Are you available for work: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary \_\_\_\_\_

What date would you be available for work? \_\_\_\_\_

### I. GENERAL INFORMATION:

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number and Street City State Zip

Telephone \_\_\_\_\_ Email \_\_\_\_\_

### Person to be Notified in Case of Emergency:

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Daytime Evening

Address \_\_\_\_\_  
Number and Street City State Zip

Are you a U. S. citizen? \_\_\_\_\_ YES \_\_\_\_\_ NO

Have you ever been convicted of a misdemeanor or a felony? \_\_\_\_\_ YES \_\_\_\_\_ NO  
(Convictions will not necessarily disqualify an applicant for employment. Each one is considered in relation to the position applied for.)

Have you ever been convicted of a crime involving a child or vulnerable adult? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If yes, please explain: \_\_\_\_\_

Has your professional license ever been revoked? \_\_\_\_\_ YES \_\_\_\_\_ NO

Have you ever been bonded? YES \_\_\_\_\_ NO \_\_\_\_\_  
Ever been refused bond? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you willing to take a physical examination at the expense of our Association? \_\_\_\_\_

Are you a veteran of the U.S. military service? YES \_\_\_\_\_ NO \_\_\_\_\_

Can you travel if a job requires it? YES \_\_\_\_\_ NO \_\_\_\_\_

Do you have a valid driver's license? YES \_\_\_\_\_ # \_\_\_\_\_ STATE \_\_\_\_\_

Can you use your car for business? YES \_\_\_\_\_ NO \_\_\_\_\_

Do you have car insurance? \_\_\_\_\_ Name of Company \_\_\_\_\_

Insured Limit \_\_\_\_\_

## II. EMPLOYMENT INFORMATION:

Begin with your present or last job. List below your most recent positions.

1. Employer:	<u>Dates</u> From                  To	Work Performed
Address:		
Job Title:	<u>Hourly Salary</u> Start                  Final	
Supervisor / Phone #:		
Reason for Leaving:		

2. Employer:	<u>Dates</u> From                  To	Work Performed
Address:		
Job Title:	<u>Hourly Salary</u> Start                  Final	
Supervisor / Phone #:		
Reason for Leaving:		

3. Employer:	<u>Dates</u> From                  To	Work Performed
Address:		
Job Title:	<u>Hourly Salary</u> Start                  Final	
Supervisor / Phone #:		
Reason for Leaving:		

Use this space for additional information.

Are you now employed?                  YES \_\_\_\_\_                  NO \_\_\_\_\_

May we contact your present employer?                  YES \_\_\_\_\_                  NO \_\_\_\_\_

Have you ever been employed here before?                  YES \_\_\_\_\_                  NO \_\_\_\_\_

Are any of your relatives working here?                  YES \_\_\_\_\_                  NO \_\_\_\_\_

If yes, state name \_\_\_\_\_ Relationship \_\_\_\_\_

Please list special skills and qualifications acquired from employment or other experience which are relevant to position(s) you are applying for:

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Machines and equipment you can operate: \_\_\_\_\_

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Approximate number of words per minute:      Typing \_\_\_\_\_      Shorthand \_\_\_\_\_

### III. EDUCATION:

Name of last high school attended:	City and State	Dates Attended	Graduated?

Degrees/Diplomas/Certificates earned	Major Subject	GPA (if appropriate)	Dates

Will you provide a college transcript upon request?      YES \_\_\_\_\_      NO \_\_\_\_\_

### IV. REFERENCES:

Name	Position/Company	Address	Telephone Number

### V. AGREEMENT:

I understand that any employment by The Arc of York County will be on a 90-day probationary basis. If I am employed by The Arc of York County, I will abide by its rules and regulations. I hereby certify that all of the answers given and statements made here are true and correct to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I also authorize The Arc of York County to obtain references from these listed and from all former employers (unless otherwise noted).

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature \_\_\_\_\_ Date \_\_\_\_\_