



Application for Employment

The Arc of North Carolina is an equal opportunity employer and will consider qualified applicants without regard to race, color, national origin, sex, sexual orientation, pregnancy, marital status, religious creed, age, qualified physical or mental disability that can be reasonably accommodated, qualified veteran status or any other status protected by applicable law.

PERSONAL INFORMATION

PLEASE PRINT CLEARLY

NAME

Last

First

Middle

CURRENT ADDRESS

Street

City

State

Zip

HOME PHONE

WORK PHONE

MOBILE PHONE

EMAIL

POSITION FOR WHICH YOU ARE APPLYING

AVAILABILITY: FULL TIME PART TIME TEMP

LIST DAYS AND HOURS AVAILABLE TO WORK

WHY WOULD YOU LIKE TO WORK WITH The Arc of NC?

ARE YOU UNDER AGE 18? No Yes HAVE YOU APPLIED HERE BEFORE? No Yes WHEN?

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES? Yes No *Proof required upon hiring*

REFERRED BY: ONLINE POSTING NEWSPAPER FRIEND/RELATIVE OTHER

DO YOU HAVE ANY RELATIVES OR FRIENDS WORKING HERE? No Yes NAME:

OTHER NAME(S) BY WHICH YOU HAVE BEEN KNOWN

HAVE YOU EVER BEEN TERMINATED FROM A JOB FOR ANY REASON OR ASKED TO RESIGN? No Yes
If Yes, please explain completely. Use back side of Application, if needed.

EDUCATION

HIGHEST LEVEL COMPLETED: GRADES 10 11 12 I 2 3 4 CERTIFICATE MAJOR / DEGREE /

HIGH SCHOOL NAME & LOCATION or GED

COLLEGE NAME & LOCATION

TRADE, BUSINESS SCHOOL NAME

OTHER CERTIFICATION OR LICENSE THAT CONTRIBUTES TO YOUR QUALIFICATIONS

CONTINUING EDUCATION (please specify):

EXPERIENCE

Please list your last three employers, beginning with the most recent. You may submit a résumé to *supplement* information given.

EMPLOYER NAME

ADDRESS

PHONE

SUPERVISOR

SUPERVISOR'S EMAIL

REASON FOR LEAVING

DATES EMPLOYED

to

FINAL POSITION

FINAL SALARY \$

per

DUTIES

MAY WE CONTACT? YES

NO If no, why?

EMPLOYER NAME

ADDRESS

PHONE

SUPERVISOR

SUPERVISOR'S EMAIL

REASON FOR LEAVING

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REASON FOR LEAVING

DATES EMPLOYED

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FINAL POSITION

FINAL SALARY \$

per

DUTIES

MAY WE CONTACT? YES

NO If no, why?

ADDITIONAL PROFESSIONAL REFERENCES WHO CAN VERIFY APPLICABLE WORK EXPERIENCE

NAME

RELATIONSHIP

CONTACT #

NAME

RELATIONSHIP

CONTACT #

NAME

RELATIONSHIP

CONTACT #

COMPUTER SKILLS AND SOFTWARE PROFICIENCY (Please list)

MEMBERSHIP IN PROFESSIONAL, HONORARY OR TECHNICAL SOCIETIES

CURRENT PROFESSIONAL STATUS (List fields of work for which you are registered)

REGISTRATION:

STATE:

NUMBER:

REGISTRATION:

STATE:

NUMBER:

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE OTHER THAN A MINOR TRAFFIC VIOLATION? No Yes *If yes, please explain completely. Use back side of Application, if needed. A conviction does not necessarily exclude you from consideration for employment. Factors such as age at time of the offense, seriousness, nature and number of offenses, and rehabilitation will be taken into account. As with all questions on this Application, any information provided in response to this question will only be considered to the extent that it is job-related.*

CONSENT and CERTIFICATION*Read carefully before signing.*

I authorize The Arc or its agent (including a private investigator) to investigate all of the information that I have provided on this Application and/or will provide in connection with my application for employment. I authorize any references that I have or will provide to inform The Arc or its agent of all information concerning my previous employment or any other pertinent information that they may have, personal or otherwise, and release such references and The Arc from all liability that may result from providing or obtaining such information. I authorize all schools that I attended and all previous employers to furnish to The Arc or its agent my record, reason for leaving and all information they may have concerning me, and hereby release them and The Arc from all liability for any damage whatsoever arising therefrom.

I understand that The Arc of North Carolina is committed to providing a drug-free workplace for the health and safety of its employees and those persons served by The Arc. To accomplish this goal, I understand that if hired, I may be required to take a drug test under certain circumstances, within the discretion of management, and I consent to any such drug test. If hired, I understand that my refusal or failure to submit to any such drug test or the falsification of any such test will result in the termination of my employment and that a positive test result may result in the termination of my employment. I further consent to the release of information to The Arc regarding the results of any drug test required by The Arc, and release The Arc, its directors, officers, agents and employees from any claim arising in connection with any such drug test, or in connection with the receipt of medical information indicating whether or not I was under the influence of drugs and/or alcohol.

I understand that this Application for Employment does not and is not intended to create an express or implied contract of employment or to guarantee employment for any period of time. I understand that if employed, my employment is "at-will" and both The Arc and I may end my employment with or without reason and with or without prior notice, at any time.

I certify that the information provided on this Application for Employment and any other information that I provide, during interview(s) or otherwise, in connection with my application for employment, is true, accurate and complete. I understand that any false or misleading information provided by me on this application or during any interview(s) may result in my not being hired or later dismissed with or without prior notice, at any time.

APPLICANT'S SIGNATURE**DATE**
