



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

Name:		Date:
Address:		City, State, Zip:
Phone Number:	Email:	

- ☐ Walk-in ☐ Advertisement ☐ Job Fair ☐ Website ☐ School ☐ Government Employment Agency
- ☐ Other Internet source (please specify):
- ☐ Employee Referral Employee's Name:

Are you 18 years of age or older? ☐ Yes ☐ No

Are you authorized to work in the US? ☐ Yes ☐ No

Do you have any relatives working for, or being served by The United Arc? ☐ Yes ☐ No

If so, please provide their name, relationship to you, and department if known:

Position of Interest

Position:

Available Start Date:

Desired Hourly Pay Rate:

Do you prefer: ☐ Full-time ☐ Part-time

If part-time, desired number of hours a week:

Have you previously worked for The United Arc? ☐ Yes ☐ No

If yes: What was your title at time of departure?

Dates of Employment:

Former Supervisor(s):

Reason for Leaving:

Education

<u>High School</u>	Graduated? ☐ Yes ☐ No	<u>Course of Study</u>
<u>Technical School</u>	Graduated? ☐ Yes ☐ No	<u>Course of Study</u>
<u>College/University</u>	Graduated? ☐ Yes ☐ No	<u>Course of Study</u>
<u>Post-Grad Education</u>	Graduated? ☐ Yes ☐ No	<u>Course of Study</u>

Other education, training, or special skills:

Skills

Are you experienced in using a personal computer? ☐ Yes ☐ No ☐ PC ☐ Mac

What is your proficiency with the Microsoft Office Suite:

<u>Outlook</u>	☐ Low	☐ Medium	☐ High	☐ Negligible
<u>Office</u>	☐ Low	☐ Medium	☐ High	☐ Negligible
<u>Excel</u>	☐ Low	☐ Medium	☐ High	☐ Negligible
<u>PowerPoint</u>	☐ Low	☐ Medium	☐ High	☐ Negligible
<u>OneDrive</u>	☐ Low	☐ Medium	☐ High	☐ Negligible
<u>SharePoint</u>	☐ Low	☐ Medium	☐ High	☐ Negligible
<u>Publisher</u>	☐ Low	☐ Medium	☐ High	☐ Negligible

Certifications, Trainings, and Additional Skills

Work Experience

Please list previous employment beginning with the most recent position.

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:	

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

--

Professional References

Please share three references whom you have worked with previously.

Please begin with the most recent.

Name:	Phone Number:	Email:
Address:	City, State, Zip:	
Position or Title:		Years Known:

Name:	Phone Number:	Email:
Address:	City, State, Zip:	
Position or Title:		Years Known:

Name:	Phone Number:	Email:
Address:	City, State, Zip:	
Position or Title:		Years Known:

Authorization and Acknowledgements

I certify 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.

Signature:	Date:
-------------------	--------------



The United Arc

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 of Franklin & Hampshire Counties, we would appreciate you completing the information requested on this form promptly.

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.

We appreciate your cooperation.

This information will be kept confidential, and refusal to supply it will not subject you to any adverse treatment.

Position recommended/applied for:

Where did you learn about the position?

Name:

Last

First

Middle Initial

Age:

Sex:

Veteran Status: ☐ Yes ☐ No **I am a Protected Veteran** ☐ Yes ☐ No

Vietname era Veteran: ☐ Yes ☐ No

Disability: ☐ Yes ☐ No **Specify if Yes:**

Citizenship: ☐ USA ☐ Other **Specify if Other:**

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.