

The Arc of St Lucie County, Inc.
P.O. Box 1016
Fort Pierce, FL 34954 – 1016
Phone: (772)468.7879
TTY: (772) 464.9551
Fax: (772) 465.7050
www.arcofstlucie.org



EMPLOYMENT APPLICATION

Position applied for _____ Date _____
Last Name _____ First _____ M.I. _____
Current Address _____ City _____ State ____ Zip _____ How Long? ____
Previous Address _____ City _____ State ____ Zip _____ How Long? ____
Do you have a driver's license Yes No State _____ License Number _____
Home Phone # (____) _____ Social Security _____
Cell Phone # (____) _____ Email Address: _____

Are you 18 years of age or older? Yes No What are your salary requirements? _____

Are you available for full time employment? Yes No Date available to start? _____

Have you ever applied with The Arc of St Lucie County? Yes No If yes, when? _____

For which job did you apply? _____

Have you been previously employed by The Arc of St Lucie County? Yes No If yes, when? _____

In which job(s) were you employed? _____

Give names and positions of any relatives, including in-laws, who work for The Arc: _____

Please indicate hours and shifts or days you will work: _____

List any job related skills or qualifications that support your application: _____

Have you ever been convicted of, or plead guilty or nolo contendere to a crime? Yes No

Are you currently awaiting trial, sentencing or other disposition of a criminal charge? Yes No

If the answer to either question is yes, please explain (state the date, type of crime, place of occurrence, disposition):

*Note: Conviction of a crime will not necessarily disqualify you for employment. Each conviction will be judged on its own merit with respect to time and job relatedness.

Have you ever been discharged or requested to resign from a position? Yes No

If so, explain: _____

Employment History (list the last 3 employers, starting with the most recent)

Name of Employer: _____ Phone #: _____

Complete Address: _____

Name of Supervisor: _____ Job Title: _____

May we contact Yes No Dates of employment: From ____ To ____ Salary: From ____ To ____

List duties performed, skills used or learned, advancements, or promotions while at this company:

Name of Employer: _____ Phone #: _____

Complete Address: _____

Name of Supervisor: _____ Job Title: _____

May we contact Yes No Dates of employment: From ____ To ____ Salary: From ____ To ____

List duties performed, skills used or learned, advancements, or promotions while at this company:

Name of Employer: _____ Phone #: _____

Complete Address: _____

Name of Supervisor: _____ Job Title: _____

May we contact Yes No Dates of employment: From ____ To ____ Salary: From ____ To ____

List duties performed, skills used or learned, advancements, or promotions while at this company:

EDUCATION

| <u>Name of School and Complete Mailing Address</u> | <u>No. Years</u> | <u>Level of Completion</u> | <u>Course of Study</u> |
|--|------------------|----------------------------|------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Do you have any special computer or technical skills and training? _____

List 3 references other than relatives and previous employers

Name _____ Title _____

of Years known _____ Relationship _____ Telephone _____

Name _____ Title _____
of Years known _____ Relationship _____ Telephone _____

Name _____ Title _____
of Years known _____ Relationship _____ Telephone _____

**PLEASE READ CAREFULLY JOB APPLICANT ACKNOWLEDGEMENT & AUTHORIZATION TO RELEASE EMPLOYMENT
REFERENCE INFORMATION**

I understand that The ARC will attempt to verify statements made on my application and made during my employment interview. When contacted by The ARC, I give permission for my former employers to answer any and all questions based upon information available to them in my prior employment records. I understand that it is possible that my prior employment records may not be accurate. Nonetheless, in consideration of The ARC's review of this application, I release The ARC and all former employers from any liability as a result of the furnishing and receiving of this reference information. I understand that my failure to sign this reference release so that The ARC can contact references and make a full background check of my previous work history will be deemed interference with and a withdrawal of my application for employment.

I understand that The ARC requires certain information about me to evaluate my qualifications for employment and to conduct its business if I become an employee. I understand that false, incomplete or misleading statements or omissions on this application or any other pre- or post-employment form may be considered sufficient cause for dismissal, if and when discovered. The use of this application does not indicate there are positions open and does not in any way obligate The ARC.

I authorize personal references as well as developed references, other persons, companies, corporations, schools, and law enforcement agencies to furnish to The ARC and/or its agents or representatives any information they have concerning me. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation. I understand that prior to obtaining any information from a credit reporting service, The ARC must first obtain my written consent in a disclosure separate from this application. I understand that The ARC shall treat all this information in a confidential manner.

I understand that if I am employed by The ARC, I must conform to the rules of The ARC. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that The ARC has a similar right. I understand my employment by The ARC does not constitute a guarantee that any position be continued for any length of time or that any job assignment or shift be permanent. I understand that I may be required to work scheduled and unscheduled overtime and scheduled weekend and holiday work when required by The ARC. I understand that no one other than the Executive Director of The ARC has authority to make any other agreement.

I understand that I may be required to submit to drug testing now or at any time in the future and I agree to such testing. I also understand that I may be required to submit to a medical evaluation. Moreover, I understand that my failure or refusal to undergo such testing will result in the withdrawal of my employment application.

The Immigration Reform and Control Act of 1986 requires that, after employment, employers verify the legal work authorization and identity of all new employees. I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard. An offer of employment will depend upon The ARC's ability to verify this necessary information.

I understand that if I am hired, confidential information regarding The ARC, and/or its clients and employees, may be available to me and that this information must not be disseminated or used except for The ARC's benefit. If employed, I agree to keep all information about The ARC, including such information regarding its business methods, protocols, customers and employees, confidential and shall not disclose this information to any unauthorized personnel whether within or without The ARC.

Complete Signature of Applicant

Date

Thank you for completing this application form and for your interest in employment with us. Due to the volume of applications received, we may not interview every applicant. In the event you are selected for interview, we will contact you.

Applications will not be considered active after 90 days from date of application unless renewed, in writing, by the applicant at this location.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED