



APPLICATION FOR EMPLOYMENT

The Arc of Northeastern Pennsylvania
 115 Meadow Avenue • Scranton, PA 18505
 (570) 346-4010

<i>Please read all instructions carefully and complete all sections of this application completely and accurately. Your application may be considered ineligible for review if information is omitted or inaccurate.</i>				Date of Application		
First Name		Middle	Last	Social Security Number		
Address		City	State	Zip Code	Telephone Number	

If you have ever worked under a different name, please specify:			Position applied for:			
Days/hours you are able to work?				Minimum salary expected?		
Type of employment desired? <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Substitute <input type="checkbox"/> Temporary			Are you able to work overtime if required? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain: _____			
How were you referred to The Arc? <input type="checkbox"/> Employee <input type="checkbox"/> Ad <input type="checkbox"/> Walk-in <input type="checkbox"/> Other Please indicate the specific name of referral source: _____			When would you be available for work?			

Have you ever filed an application with us before? YES - DATE ___/___/___ NO

Have you ever been employed by us before? YES - DATES ___/___/___ TO ___/___/___ NO

Have you ever been convicted of a crime? YES NO
 If yes, please explain _____

Have you ever been discharged or asked to resign from any employment? YES NO
 If yes, please explain: _____

Are you at least 18 years of age or older? YES NO

Are you currently employed? YES NO

Are you legally eligible for employment in the United States? YES NO
(Proof of identity and employment eligibility will be required upon employment.)

Have you been a resident of the commonwealth of Pennsylvania for at least two years prior to the date of this application for employment? YES NO

The Arc considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related disability, or any other legally protected status. Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

EDUCATION

	School Name & Address	Course of Study	No. of Years Completed	Did you graduate?	Degree or Diploma Earned *
High School				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Associate's Degree				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Bachelor's Degree				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Master's Degree				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Other (Vocational, technical, post-graduate, etc.)				<input type="checkbox"/> YES <input type="checkbox"/> NO	

** Proof of educational credentials may be required upon employment.*

Describe any specialized training, certifications, skills, and extra-curricular activities: _____

Describe any job-related training received in the United States military: _____

Any additional information you feel may be helpful to us in considering your application: _____

Certain jobs require a valid state driver's license. Do you have one? YES NO

State: _____ Driver's License # _____ Expiration Date _____

PROFESSIONAL REFERENCES

Please list three individuals not related to you and who can attest to the quality of your work history.

Name	Address	Telephone #	Association	Years Known
1.				
2.				
3.				

EMPLOYMENT EXPERIENCE

Please give accurate, complete full and part-time employment record. Start with your present or most recent employer. You must account for **ALL** time periods, including unemployment, self-employment, and U.S. military service. **You may also attach a resume, but this section must be completed entirely. Referring to attached resume is not acceptable.**

1.	Employer	Dates Employed		Hourly Rate/Salary	
	Address	From	To	Starting	Final
	Telephone #				
	Your Job Title	Summarize your job duties:			
	Supervisor's Name & Title				
	Reason for leaving?				
2.	Employer	Dates Employed		Hourly Rate/Salary	
	Address	From	To	Starting	Final
	Telephone #				
	Your Job Title	Summarize your job duties:			
	Supervisor's Name & Title				
	Reason for leaving?				
3.	Employer	Dates Employed		Hourly Rate/Salary	
	Address	From	To	Starting	Final
	Telephone #				
	Your Job Title	Summarize your job duties:			
	Supervisor's Name & Title				
	Reason for leaving?				
4.	Employer	Dates Employed		Hourly Rate/Salary	
	Address	From	To	Starting	Final
	Telephone #				
	Your Job Title	Summarize your job duties:			
	Supervisor's Name & Title				
	Reason for leaving?				

(If you need additional space, please continue on a separate sheet of paper.)

We may contact the employers listed above unless you indicate those you do not want us to contact.	DO NOT CONTACT
	Employer Number(s): _____ Reason: _____

Comments - including explanation of any gaps in employment _____

APPLICANT'S STATEMENT

Please read carefully:

1. I hereby declare that the above statements are true, correct, and complete to the best of my knowledge.
2. In the event of employment, I understand that any misrepresentation or omission of fact made in my application or interview(s) will be just and due causes for my discharge from employment. I understand, also, that I am required to abide by all rules and policies of The Arc of Lackawanna County.
3. Further, I understand and acknowledge that any employment relationship with The Arc is "at will," which means that, if I am employed by the agency, my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the agency or myself.
4. In consideration of The Arc of Lackawanna County's evaluation of my suitability for employment, I hereby authorize the agency to perform all checks of my credentials as allowed by law. This authorization shall include my former employer(s) to furnish The Arc with whatever information they may have regarding my employment, including my reason(s) for leaving. I am signing this waiver voluntarily, and request that my former employer(s) respond to reference inquiries conducted by The Arc with full and complete information. Since this reference is an important part of my application for employment with The Arc of Lackawanna County, I therefore waive and release The Arc and my former employer(s) from any and all claims or causes of action in law or equity, including, but not limited to, defamation of character or invasion of privacy, which might arise from responding to this reference check.
5. I acknowledge that The Arc has made no representations of any kind as to whether employment will be offered at the conclusion of its investigation.
6. I understand that, as part of The Arc of Lackawanna County's pre-employment procedures, any offer of employment is conditioned upon me submitting to and passing a pre-employment medical examination, including Tuberculin testing and controlled substance screening. Failure to comply with this requirement or having an unsatisfactory result will result in ineligibility for employment at The Arc.
7. I further understand that if I voluntarily terminate my employment with The Arc, for whatever reason, prior to the conclusion of my probationary period, I will maintain liability to The Arc for the cost of my pre-employment medical examination, including Tuberculin testing and controlled substance screening. If the aforementioned should occur, these costs will be deducted from my final paycheck. I also acknowledge that if the aforementioned should occur before I earn a paycheck, I shall still maintain liability to The Arc for these costs. In this last instance, I understand that The Arc may take whatever legal action it deems appropriate in order to recover these costs.
8. I understand that the above conditions cannot be altered or amended, except in writing signed by the Executive Director.

Applicant's Signature _____ Date _____

Thank you for your interest in employment opportunities with The Arc.