

The Arc/Rowan Application for Employment

The Arc/Rowan offers equal employment opportunities to all persons without regard to race, color, religion, age, marital or veteran's status, sex, national origin, or any other legally protected status.

Applicant's Agreement

I certify that the facts set forth in the Application for Employment are true and complete to the best of my knowledge. I understand that any false statements, omissions, or misrepresentation may result in denial of employment or my dismissal, after employment. I authorize The Arc/Rowan to investigate any of my responses as set forth in this application and I release The Arc/Rowan from any liability.

I understand that employment at The Arc/Rowan is "at will" which means that either, I, or the association, can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis.

I understand that nothing contained in this employment application or in the granting of any interview is intended to create an employment contract between The Arc/Rowan and myself, for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon The Arc/Rowan unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that The Arc/Rowan retains the same right.

Applicant's signature: _____ Date: _____

Personal Information (Please Print)

Name: _____

Address: _____ City & Zip _____

Social Security Number: _____ Home Telephone No: _____

Driver's License No & State: _____

Position Applied For: _____

Have you ever been convicted of a crime except for a minor traffic violation? ____ Yes ____ No

If so, state conviction, court date and place where offense occurred: _____

(Disclosure will not necessarily disqualify you for employment. Each conviction will be evaluated on its own merits with respect to time, circumstances, and seriousness in relation to the job.)

EDUCATION

Name & Address of High School: _____

Did you graduate? _____ If yes, give year of graduation: _____

Name & Address of College/University: _____

Dates attended: _____

Did you graduate? _____ Major: _____

Other Training/Education: _____

PRIOR WORK RECORD

Please describe all work experience beginning with your current and/or most recent (Use additional paper if needed)

1.) Name & Address of Employer: _____

Name of Immediate Supervisor: _____

Job Title & Duties: _____

Date Hired: _____ Date Left: _____ Rate of Pay: _____

Reason for Leaving: _____

2.) Name & Address of Employer: _____

Name of Immediate Supervisor: _____

Job Title & Duties: _____

Date Hired: _____ Date Left: _____ Rate of Pay: _____

Reason for Leaving: _____

3.) Name & Address of Employer: _____

Name of Immediate Supervisor: _____

Job Title & Duties: _____

Date Hired: _____ Date Left: _____ Rate of Pay: _____

Reason for Leaving: _____

REFERENCES

Please list at least three names of person who know you well but who are not related to you.

1.) Name: _____ Phone Number (____) _____

Address: _____

Type of Reference: _____ Personal _____ Work

2.) Name: _____ Phone Number (____) _____

Address: _____

Type of Reference: _____ Personal _____ Work

3.) Name: _____ Phone Number (____) _____

Address: _____

Type of Reference: _____ Personal _____ Work

PERSONAL STATEMENT

Please write a statement as to why you wish to obtain this job and why you feel qualified to perform the duties outlined.