

The Arc of Amador and Calaveras
 75 Academy Drive, Sutter Creek, CA 95685
 (209) 267-5978

APPLICATION FOR EMPLOYMENT

Name: _____ Date: _____

Address: _____ City & Zip: _____

Phone: _____ Alternate Phone: _____

Position applying for: _____ Date you can start: _____

Employed now? Yes No If yes, may we talk to you employer? Yes No

Referred by: _____

Employment Desired (circle one): Full Time Only Part Time Only Full or Part Time

EDUCATION

	Name & Address Of School	Course Of Study	Last Year Completed	Graduate (check)	Degree/ Diploma
High			1 2 3 4		
College			1 2 3 4		
Trade			1 2 3 4		
Other					

If hired, can you submit proof you are over 18 years of age? Yes No

If under 18, will you be able to submit a valid work permit? Yes No

If an offer of employment is made, will you be able to provide verification of your legal right to work in the United States? Yes No

Provide a clear listing of your entire employment history, starting with present, or most recent. Also, include relevant unpaid or volunteer work experience. Explain all gaps in employment. Attach additional sheets if necessary.

Company: _____ Start date: _____ Leave date: _____

Address: _____ Phone: _____

Job Title: _____ Supervisor: _____

Duties: _____

Reason for leaving: _____ Start salary: _____ Leave salary: _____

Company: _____ Start date: _____ Leave date: _____

Address: _____ Phone: _____

Job Title: _____ Supervisor: _____

Duties: _____

Reason for leaving: _____ Start salary: _____ Leave salary: _____

Company: _____ Start date: _____ Leave date: _____

Address: _____ Phone: _____

Job Title: _____ Supervisor: _____

Duties: _____

Reason for leaving: _____ Start salary: _____ Leave salary: _____

Company: _____ Start date: _____ Leave date: _____

Address: _____ Phone: _____

Job Title: _____ Supervisor: _____

Duties: _____

Reason for leaving: _____ Start salary: _____ Leave salary: _____

Briefly describe your qualifications for the position (include computer skills and trainings):

Attached is a description of the job for which you are applying. Please review the job description. Can you do this job with or without accommodation?

Please explain:

REFERENCES: List three references, who are not family members, able to give information about your character and ability to perform this job.

Name/Company	Address	Phone	Relationship	Years Known

I hereby give The Arc of Amador and Calaveras the right to make a thorough investigation of my past employment, education, and activities and I release from all liability all persons, companies, and corporations supplying such information. I indemnify The Arc of Amador and Calaveras against any liability which might result from making such investigation. I understand that any false answer or statements or implications made by me in this application or other required documents shall be considered sufficient cause for denial of employment or discharge.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between The Arc 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 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 The Arc retains a similar right.

Signature

Date

CRIMINAL RECORD STATEMENT

State law requires that persons associated with licensed facilities be fingerprinted and disclose any U. S. conviction. A conviction is any plea of guilty or nolo contendere (no contest) or a verdict of guilty. The fingerprints will be used to obtain a copy of any criminal history you may have.

Have you ever been convicted of a crime in California? yes no

Have you ever been convicted of a crime from another state or federal court? yes no

If you answer YES, give details below indicating the nature and circumstances of each crime and the date and location in which each crime occurred.
(Remember, you must disclose ALL convictions, regardless of circumstances.)

What was the offense? _____

In which State and City did you commit the offense? _____

When did this occur? _____

Tell us what happened. (Use additional sheets of paper if needed.) _____

Signature

Date

Criminal convictions from another State or Federal court are considered the same as criminal convictions in California.

I declare under penalty of perjury under the laws of the State of California that I have read and understand the information contained in this affidavit and that my responses and any accompanying attachments are true and correct.

Signature

Date