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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **C:\Users\Chloe\Desktop\logo.jpg** | **Employment Application** **The Arc is a non-smoking environment**  **Applicant Information** | | | | | | | | | | | Contact:  Phone: (814) 226-7033  Fax: (814) 226-0648  [hr@thearcclarion.org](mailto:hr@thearcclarion.org)  1064 E Main St. Clarion, PA 16214 | |
| Last Name | | | First Name | | | | | M.I. | | | | | Date of Birth |
| Street Address | | | | | | Email Address | | | | | | | |
| City | | | State | | | Zip | | | | | | Position Applying for | |
| Phone | | | Social Security No. | | | | | | Driver’s License No. | | | | |
| **Background Check \*Be advised, extensive criminal background checks are part of our screening and hiring process\*** | | | | | | | | | | | | | |
| Have you been convicted of a crime? Yes □ No □ If yes, explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | |
| Are you willing to submit to a pre-employment drug screening?  Yes □ No □ | | | | | Do you have a driver’s license and reliable vehicle for work purposes?  Yes □ No □ If no, explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| **Education** | | | | | | | | | | | | | |
| High School | | | | Address | | | | | | | Graduated? Yes □ No □ | | |
| College:  Degree: | | | | Address | | | | | | | Graduated? Yes □ No □ | | |
| **Professional References** | | | | | | | | | | | | | |
| Full name | | | | Phone | | | | | | Relationship | | | |
| Full name | | | | Phone | | | | | | Relationship | | | |
| **Employment History \*We retain the right to contact current and past employers\*** | | | | | | | | | | | | | |
| Company | | | | | | | Phone | | | | | | |
| Title | | | | | | | Reason for Leaving | | | | | | |
| From | | To | | | | | Supervisor | | | | | | |
| Company | | | | | | | Phone | | | | | | |
| Title | | | | | | | Reason for Leaving | | | | | | |
| From | | To | | | | | Supervisor | | | | | | |
| Company | | | | | | | Phone | | | | | | |
| Title | | | | | | | Reason for Leaving | | | | | | |
| From | | To | | | | | Supervisor | | | | | | |
| **Have you ever previously worked for The Arc of Clarion and Venango Counties?**  Yes □ No □ Dates: \_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | |
| **It is the priority of The Arc to provide supports and services that meet the needs of the individuals who are being served.**  **I understand that the position requires flexibility and work hours may change based on the needs of the person being supported.**  **I also understand that a particular work schedule cannot be guaranteed because of the aforementioned reasons.** | | | | | | | | | | | | | |
| I hereby certify that my answers are true and complete to the best of my knowledge. I understand that my references and past employers will be contacted. I understand that an extensive criminal background check will be conducted as part of the screening process and prior to hire. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. | | | | | | | | | | | | | |
| Date: | | | Signature: | | | | | | | | | | |