



Application for Employment

Prospective employees will receive consideration without discrimination because of race, creed, color, age, national origin, handicap, or veteran status.

Personal Information				
Last Name:		First Name:		Date:
Street Address:		Email:		Home Phone:
City:		State:	Zip:	Cell:
Position Desired:				
Seeking: Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> On-Call <input type="checkbox"/> Seasonal <input type="checkbox"/>				
List special skills or experience working with people with disabilities:				
Education				
Level	School	Course of Study	Years completed	Degree Earned
Graduate				
College				
High School				
Skills/Training				
Have you served in the armed forces? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", what branch?				
Describe any training received relevant to the position for which you are applying:				
Have you ever been convicted of a criminal offense (i.e. felony or misdemeanor) against civil or military law, forfeited bond or collateral, or are there criminal charges currently pending against you? (Exclude minor traffic violations or any offense settled in juvenile court or under a Youth Offender Law)? Yes <input type="checkbox"/> No <input type="checkbox"/> If you answer "Yes", you must list of all convictions and/or charges and an explanation of each one including what year it occurred:				
References: Please provide three references, two professional, and one personal reference you have known for two years or more and to whom you are not related.				
Name	Address			Phone

Employment History: Please give accurate and complete employment history including full and part time employment. Please start with your present or most recent employer.

Company Name:	Phone:
Address:	Duration of Employment Start: _____ End: _____
Name of Supervisor:	Pay Rate Start: _____ End: _____
Job Title:	Reason for Leaving:

Description of Work Performed:

Company Name:	Phone:
Address:	Duration of Employment Start: _____ End: _____
Name of Supervisor:	Pay Rate Start: _____ End: _____
Job Title:	Reason for Leaving:

Description of Work Performed:

Company Name:	Phone:
Address:	Duration of Employment Start: _____ End: _____
Name of Supervisor:	Pay Rate Start: _____ End: _____
Job Title:	Reason for Leaving:

Description of Work Performed:

Signature

I understand that, if hired, my employment will be "at will" and could be terminated at any time by either party with or without cause or notice. As a prerequisite to my employment, I understand that Arc of New London County, Inc. will complete a pre-screening which will include: criminal background, sex offender, DDS registry, drug screen, reference checks and employment verification. I understand that any offers of employment are contingent based on the results of the pre-screening. I further understand that convictions for certain offenses can result in immediate discharge. I certify that the statements I have given are true and correct to the best of my knowledge. I understand that submission of any false information or the omission of any requested information in connection with my application for employment, whether on this document or not, may be cause for failure to hire or for immediate discharge should I be employed.

Signature

Date