



Application for Employment

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

125 Sachem Street, Norwich, CT 06360 tel: 860.889.4435 fax:860.889.4496

Last Name:		First Name:	Date:
Street Address:		Email:	Home Phone:
City:	State:	Zip:	Cell:

Are you over 18 years old? Yes No

Are you authorized to work in the U.S. on an unrestricted basis Yes No

How did you learn of this opening?

Have you worked here before? Yes No If yes, give dates:

Position Desired:

Salary Desired: \$ _____ When can you start?

Seeking: Full Time Part Time On-Call Durational Seasonal Internship

Are there any hours, shifts, or days you cannot work?

Are you willing to work beyond your shift if required? Yes No

Have you served in the armed forces? Yes No If "Yes," what branch?

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 No

If you answer "Yes," you must list of all convictions and/or charges and an explanation of each one, including what year it occurred. (Conviction will not necessarily disqualify an applicant from employment.):

Education

Level	School	Location	Year Graduated	Diploma/Degree
High School				
College				
Other Training				

In addition to your work history (reverse side), please list any experiences, skills or qualifications working with individuals with disabilities

Work History

May we contact your present employer?

Yes No

Most Recent Employer:		Address	Phone
Position:		Name/Title of Supervisor:	
Duties:			
Date Started:	Starting Salary \$	per	Reason for Leaving:
Date Left:	Ending Salary \$	per	
Previous Employer:			
Previous Employer:		Address	Phone
Position:		Name/Title of Supervisor:	
Duties:			
Date Started:	Starting Salary \$	per	Reason for Leaving:
Date Left:	Ending Salary \$	per	
Previous Employer:			
Previous Employer:		Address	Phone
Position:		Name/Title of Supervisor:	
Duties:			
Date Started:	Starting Salary \$	per	Reason for Leaving:
Date Left:	Ending Salary \$	per	
Please provide Two Professional References and One Personal Reference you have known for two years or more and to whom you are not related.			
Name	Address		Phone

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Agency to make an investigation of any of the facts set forth in this application. I understand that Arc New London County will complete a prescreening which will include: criminal background check, sex offender registry, DDS registry, drug screen, reference checks and employment verification. I understand that any offers of employment are contingent on results of a satisfactory background check. I understand that my employment may be terminated with or without cause or notice, at any time, at either my option or that of The Arc. I am "employed at will." I understand that no management representative has any authority to enter into any agreement; either oral or written, for continuing employment for any particular term or condition of employment except the Chief Executive Officer of the Agency and only if such agreement is made in writing, and signed by the Chief Executive Officer and me.

Signature

Date