

# The Arc of Monmouth

## APPLICATION FOR EMPLOYMENT

The Arc of Monmouth is an equal opportunity employer and will not discriminate on the basis of race, creed, religion, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, atypical hereditary, cellular or blood trait, disability (including AIDS and HIV infection) and liability for service in the United States Armed Forces or any other legally protected status. The Arc of Monmouth will make a reasonable accommodation to known physical or mental limitations of a qualified applicant or employee with a disability unless the accommodation would impose an undue hardship on the operation of its business.

The Arc of Monmouth's mission is to improve the lives of persons with intellectual and developmental disabilities and their families. If you are positive, trustworthy, kind, conscientious, respectful and can be committed to our mission, we invite you to complete this application for employment.

### PERSONAL INFORMATION

(PLEASE PRINT CLEARLY)

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
No. Street City State Zip

Home Phone No. (\_\_\_\_) \_\_\_\_\_ Cell Phone No. (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

- Are you legally eligible for employment in the U.S.A.? \_\_\_\_yes \_\_\_\_no If yes, verification will be required. If you answer "yes" you must complete the I-9 form required by the U.S. Immigration and Naturalization Service no later than three (3) business days after your date of hire.
- Are you of the legal age to work? \_\_\_\_\_ (If under 18, do you have a current valid work permit?) \_\_\_\_\_
- Position(s) applied for: \_\_\_\_\_
- Have you ever applied for employment with this agency? \_\_\_\_\_ If yes, when? \_\_\_\_\_
- Are there any other job-related experiences, skills or qualifications, including training in the U.S. Armed Forces, which will be relevant in the job for which you are applying (Do not list any information which may indicate your age, race, color, sex, national origin, ancestry, marital status or disability.) \_\_\_\_\_  
\_\_\_\_\_
- Have you ever been convicted of, or pled guilty to, a crime, felony, misdemeanor, or other offense, excluding a traffic violation which has not been annulled or sealed by a court? \_\_\_\_ yes \_\_\_\_ no (A conviction will not necessarily be a bar to employment. Please describe the nature of the conviction, the date of the conviction and your rehabilitation since your conviction.) \_\_\_\_\_  
\_\_\_\_\_
- You have been given a written job description listing the essential job functions of the position(s) for which you have applied. Please review the job description(s) and answer the following question. Are you able to perform the essential job functions listed for each position for which you have applied with or without a reasonable accommodation? \_\_\_\_ yes \_\_\_\_ no
- Do you have a valid New Jersey's driver license? \_\_\_\_\_
- What is your driving record (e.g., Number of points, accidents, summonses)? \_\_\_\_\_  
\_\_\_\_\_
- How did you learn about The Arc of Monmouth? \_\_\_\_\_

## RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed				Did You Graduate?	List Diploma or Degree
High School	Name: _____ Address: _____ _____		1	2	3	4	Yes	
	City: _____ ST _____ ZIP _____						No	
College	Name: _____ Address: _____ _____		1	2	3	4	Yes	
	City: _____ ST _____ ZIP _____						No	
Other (Specify)	Name: _____ Address: _____ _____		1	2	3	4	Yes	
	City: _____ ST _____ ZIP _____						No	

### *Personal References (Not Relatives)*

Name: _____ Occupation: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____) _____
Name: _____ Occupation: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____) _____

**List below present and past employment, beginning with your most recent**

I

Name and Address of Company	From Mo. Yr.	To Mo. Yr.	Rate of Pay	Reason for Leaving	Name of Supervisor
Name: _____ Address: _____ City: _____ ST _____ ZIP _____ Telephone: (____) _____					
Position and job duties:					

II

Name and Address of Company	From Mo. Yr.	To Mo. Yr.	Rate of Pay	Reason for Leaving	Name of Supervisor
Name: _____ Address: _____ City: _____ ST _____ ZIP _____ Telephone: (____) _____					
Position and job duties:					

III

Name and Address of Company	From Mo. Yr.	To Mo. Yr.	Rate of Pay	Reason for Leaving	Name of Supervisor
Name: _____ Address: _____ City: _____ ST _____ ZIP _____ Telephone: (____) _____					
Position and job duties:					

IV

Name and Address of Company	From Mo. Yr.	To Mo. Yr.	Rate of Pay	Reason for Leaving	Name of Supervisor
Name: _____ Address: _____ City: _____ ST _____ ZIP _____ Telephone: (____) _____					
Position and job duties:					

May we contact your present employer at this time? \_\_\_\_yes \_\_\_\_no.

May we contact your present employer if an offer of employment is made? \_\_\_\_yes \_\_\_\_no.

If there is a particular employer(s) you do not wish us to contact, please indicate which one(s). \_\_\_\_\_

I hereby give permission to contact the employers listed above concerning my prior work experience. I hereby authorize all persons, schools, employers, companies, law enforcement agencies and other organizations to supply information concerning my background. I further agree to release all such parties from all liability and responsibility arising from their doing so. In addition, I release The Arc of Monmouth from all liability in investigating my employment record and relying on the results of that investigation.

Signed \_\_\_\_\_

**PLEASE READ AND SIGN BELOW**

The facts set forth in my application for employment are true and complete. I understand that if employed, any FALSE STATEMENT OR OMISSION OF FACTS REQUESTED ON THIS APPLICATION OR ANY SUBSEQUENT INTERVIEW WILL BE CAUSE FOR REJECTION OF THE APPLICATION OR DISMISSAL AFTER EMPLOYMENT.

I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that, if employed, my employment will be at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one has the authority to enter into any agreement for employment for any specified period of time, to make any agreement contrary to the foregoing, or to vary the terms and conditions of my employment, except for an officer of the agency and then only in writing signed by the officer.

If employed, I understand I will have to complete an introductory period of employment. As an employee, I AGREE TO ABIDE BY ALL THE ARC OF MONMOUTH RULES AND REGULATIONS AT ALL TIMES.

*The Arc of Monmouth is an Equal Opportunity/Affirmative Action Employer*

\_\_\_\_\_  
Signature of Applicant

FOR OFFICE USE ONLY	
Possible Work Locations	Possible Positions

FOR OFFICE USE ONLY	
Work Location _____	Rate _____
Position _____	Date _____