

For the Position of 1. \_\_\_\_\_ 2. \_\_\_\_\_ DATE \_\_\_\_\_



# The Arc of San Diego

## Employment Application



Name \_\_\_\_\_ Nickname. \_\_\_\_\_  
Last First Middle Initial

Address \_\_\_\_\_  
Street City State Zip

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell/Pager \_\_\_\_\_

**REFERRAL SOURCE:** Please Check One

Newspaper		Name:	Community Job Center		Name:
Trade Publication		Name:	Employee		Name:
Internet		Name:	Friend		Name:
Walk-in			Other (Please list)		

**SCHEDULE PREFERRED:** (Circle All That Apply)

Full-Time      Part-Time      On-Call      Temporary Work (Less than 3 months)

If hired, on what day can you start? \_\_\_\_\_

**PERSONAL INFORMATION**

		Yes	No			Yes	No
Have you ever been employed by The Arc of San Diego? If yes, please indicate when and where, name of former Supervisor and reason for leaving?				Do you have any relatives or friends working for The Arc of San Diego? If yes, list names and relationship:			
If hired, are you able to provide documentation required by the Immigration Reform and Control Act of 1986 to verify your right to work in the United States?				Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.)			
If hired, would you have reliable means of transportation to and from work?				Has your driver's license ever been suspended or revoked?			
Is there any reason you would not be able to transport Arc employees, consumers or equipment if required?				Do you have a valid Driver's License? Driver License # _____ State _____ Exp Date _____ Class _____			

**YES NO**

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? If No, describe the job related functions that cannot be performed: <i>(Note: we comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Please advise us if any accommodation is needed to participate in the application process.)</i>			
The Arc of San Diego is a drug-free workplace. Do you agree to comply with our drug testing policies including pre-employment and random drug and alcohol testing?			
Have you <b>ever</b> been convicted of any offense other than a minor traffic violation? If Yes, state nature of the crime(s), when and where convicted and disposition of the case.			

**EDUCATION**

<b>Circle highest grade completed:</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 16+
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School	Location	Degree Received?	Major

**PROFESSIONAL CERTIFICATIONS/LICENSES**

Name of Certification/License	Location	Expiration Date	Certification/License Number

**SKILLS/LANGUAGES:** List any special skills or languages which you feel make you especially suited for this position:


**WORK HISTORY:** Starting with your present or most recent job, list all work experience and periods of unemployment during the last 5 years. Include any additional experience such as military service, training, or volunteer work which would apply to applicable positions. If additional space is needed, attach additional sheets. **APPLICANTS MUST FILL OUT THIS SECTION EVEN IF ATTACHING A RESUME.** (If discharged from the military, please only list if you were adjudicatively discharged under “reason for leaving.”)

Employer		From	To	Phone
Address		Supervisor		
Job Title		Starting Salary		Ending Salary
Duties/Responsibilities				
Reason for Leaving				
May we contact this employer for a reference?				

Employer		From	To	Phone
Address		Supervisor		
Job Title		Starting Salary		Ending Salary
Duties/Responsibilities				
Reason for Leaving				
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Employer		From	To	Phone
Address		Supervisor		
Job Title		Starting Salary		Ending Salary
Duties/Responsibilities				
Reason for Leaving				
May we contact this employer for a reference?				

**REFERENCES:** List below persons not related to you who have knowledge of your work performance and/or general character.

Name		Title		
Address		City	State	Zip
Relationship		Phone		

Name		Title		
Address		City	State	Zip
Relationship		Phone		

Name		Title		
Address		City	State	Zip
Relationship		Phone		

<b>Why are you interested in working for The Arc of San Diego?</b>				

<b>The Arc of San Diego is committed to working in partnership with persons who are disabled, and their families, in creating opportunities to achieve their individual goals within the community. How could you contribute to this mission?</b>				

