

Position Applied for :

Job : SCA Food Service Worker

Date: _____



The Arc of San Diego

SCA Food Service Worker Employment Application

Name _____ Email Address _____

Last
First
Middle Initial

Address _____

Street
City
State
Zip

Home Phone _____ Work Phone _____ Cell Phone _____

REFERRAL SOURCE: Please Check One

Newspaper		Name:	EDD/Cal Jobs		Name:
Trade Publication		Name:	Employee		Name:
Internet		Name:	Friend		Name:
Walk-in			Other (Please list)		

SCHEDULE PREFERRED: (Check All That Apply)

MORNING SHIFTS

- Sunday – Thursday, 4:30AM – 12:30PM (Full-time; 32-40 hrs)
- Tuesday – Saturday, 4:30AM – 12:30PM (Full-time; 32-40hrs)
- Friday – Monday, 4:30AM – 12:30PM (Part-time; 20-24hrs)

AFTERNOON SHIFTS

- Sunday – Thursday, 12:30PM – close (Part-time; 29.5 hrs)
- Tuesday – Saturday, 12:30PM – close (Part-time; 29.5 hrs)
- Friday – Monday, 12:30PM – close (Part-time; 20-24hrs)

If made an offer, what is the earliest date you could 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 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, your employment is subject to verification that you are of minimum legal age.)		
If hired, would you have reliable means of transportation to and from work?					
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? If No is checked, are there any accommodation(s) which would enable you to perform those job functions? Please describe the accommodations. <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>					

EDUCATION AND SKILLS

School	Location	Major	Diploma/GED	Did you graduate? (circle)
				YES / NO
				YES / NO
				YES / NO

PROFESSIONAL CERTIFICATIONS/LICENSES

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

LANGUAGE SKILLS

<p>_____</p> <p>_____</p> <p>_____</p>	<table> <tr> <td><input type="checkbox"/> Speak</td> <td><input type="checkbox"/> Read</td> <td><input type="checkbox"/> Write</td> </tr> <tr> <td><input type="checkbox"/> Speak</td> <td><input type="checkbox"/> Read</td> <td><input type="checkbox"/> Write</td> </tr> <tr> <td><input type="checkbox"/> Speak</td> <td><input type="checkbox"/> Read</td> <td><input type="checkbox"/> Write</td> </tr> </table>	<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write
<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write								
<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write								
<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write								

WORK HISTORY: List your paid or unpaid work experience in consecutive order with present or last employer listed first. Include military service, self-employment, volunteer experience, time in school, and periods of unemployment. 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.")

Name of Most Recent 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			
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				
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				
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				
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		

PLEASE READ CAREFULLY

DISCLOSURE REGARDING BACKGROUND INVESTIGATION. The ARC of San Diego (“ARC”) may obtain a background check (consumer report and/or investigative consumer report) on you for employment purposes. This report may include information about your criminal history (after a conditional offer), employment history, education, financial/credit history (if job-related), and other relevant background information. This background check will be obtained from a consumer reporting agency as defined by the Fair Credit Reporting Act. In California, we comply with the Fair Chance Act, which prohibits the use of criminal history in hiring decisions until after a conditional offer of employment has been made. If any criminal history is considered, you will be provided with an individualized assessment and given a reasonable opportunity to respond before any final decision is made.

NOTICE OF RIGHTS TO RESPOND AND CURE (PRE-ADVERSE ACTION NOTICE) If The ARC intends to make an adverse employment decision based in whole or in part on information contained in your background report: You will receive a “Pre-Adverse Action Notice”, which will include: A copy of your consumer report. A written description of your rights under the FCRA (“Summary of Rights”). A notice outlining your right to respond to the report and provide any mitigating documentation or explanation. You will be given at least five (5) business days (or seven (7) if sent by mail) to respond before a final decision is made. During this period, you may: Dispute the accuracy or completeness of the report. Submit any evidence of rehabilitation or circumstances that mitigate the information disclosed. Only after considering your response (if provided) will a final decision be made. If The ARC then decides not to move forward with your employment, you will receive a “Final Adverse Action Notice.”

AUTHORIZATION

I authorize The ARC of San Diego to obtain a consumer report and/or investigative consumer report from a consumer reporting agency for employment purposes. This authorization shall remain in effect throughout the duration of my employment, as permitted by law. I understand I may request a copy of any report obtained and the name, address, and telephone number of the consumer reporting agency.

ACKNOWLEDGMENT AND SIGNATURE

I acknowledge that I have received and read this Disclosure and Authorization. I understand that the information obtained will be used solely for employment purposes and in compliance with applicable laws, including the Fair Credit Reporting Act and California’s Fair Chance Act.

Applicant Signature _____

Date _____

Attachments Provided to Applicant:

- Summary of Your Rights Under the Fair Credit Reporting Act*
- California Summary of Consumer Rights*

Equal Opportunity Statement

The Arc of San Diego is an Equal Opportunity Employer. We have a strict policy against harassment and retaliation of any type and are dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

Our goal is to provide a work environment free from discrimination, harassment, and retaliation as well as other disrespectful or other unprofessional conduct based on any protected class or any combination of two or more protected classes: race (including natural hairstyles and hair texture), color, religion (including religious dress and grooming practices), national origin (including language use restrictions), age (40 and over), legally protected medical condition (including cancer and AIDS/HIV), physical or mental disability, marital and domestic partner status, sex (including sex stereotypes and pregnancy, childbirth and related medical conditions), sexual orientation, reproductive health decision making, ancestry, genetic information/ characteristics, gender, gender identity, gender expression, transgender, military and veteran status, known status as a victim of domestic violence, sexual assault, stalking or of certain violent crimes, or whose covered family member is a homicide victim, enrollment in a public assistance program, off duty and off-site cannabis use or any other characteristic or activity protected by law.

We also prohibit discrimination, harassment, retaliation, disrespectful or unprofessional conduct based on the perception that anyone has any of the above characteristics or is associated with a person who has or is perceived to have any of those characteristics.

The Arc of San Diego is a federal subcontractor and shall abide by the requirements of 41 CFR 60-1.4(a), 60- 300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals on their race, color, religion, sex, sexual orientation, gender identity or national origin, and for inquiring about, discussing or disclosing compensation. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

The Arc of San Diego will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified candidates with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If candidates need assistance to perform their job duties because of a physical or mental condition, they should contact their Supervisor or Human Resources.

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-567-8688.
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue NW Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group P.O. Box 53570 Houston, TX 77052</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. Division of Depositor and Consumer Protection National Center for Consumer and Depositor Assistance Federal Deposit Insurance Corporation 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Assistant General Counsel for Office of Aviation Consumer Protection Department of Transportation 1200 New Jersey Avenue SE Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Public Assistance, Governmental Affairs, and Compliance Surface Transportation Board 395 E Street SW Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Division Regional Office</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Administrator, Office of Capital Access United States Small Business Administration 409 Third Street SW, Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street NE Washington, DC 20549</p>
<p>8. Institutions that are members of the Farm Credit System</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue NW Washington, DC 20580 (877) 382-4357</p>

NOTICE REGARDING BACKGROUND CHECKS PER CALIFORNIA LAW - NO CREDIT

The Arc of San Diego (the “Company”) intends to obtain information about you for employment screening purposes from a consumer reporting agency. Thus, you can expect to be the subject of “investigative consumer reports” obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency (“ICRA”), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record (which may contain your photograph, social security number, driver identification number, name, address, telephone number, and medical or disability information), and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be [ClearStar, Inc.](#), Consumer Relations Department 6250 Shiloh Rd., Suite 300, Alpharetta, GA 30005 1-877-275-7099. The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law. Under California Civil Code section 1786.22, you are entitled to find out what is in the ICRA’s file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA’s file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRA’s complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA’s.

“Proper Identification” includes documents such as a valid driver’s license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person’s presence.

- Please check this box if you would like to receive a copy of an investigative consumer report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.
- I acknowledge receipt of this Notice Regarding Background Checks per California Law and certify that I have read and understand this document.