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| **C:\Users\Chloe\Desktop\logo.jpg** | **Employment Application****The Arc is a non-smoking environment****Applicant Information** | Contact:Phone: (814) 226-7033 Fax: (814) 226-0648hr@thearcclarion.org1064 E Main St. Clarion, PA 16214 |
| Last Name | First Name | M.I. | Date of Birth |
| Street Address | Email Address |
| City | State | Zip  | Position Applying for |
| Phone | Social Security No. | Driver’s License No. |
| **Background Check \*Be advised, extensive criminal background checks are part of our screening and hiring process\*** |
| Have you been convicted of a crime? Yes □ No □ If yes, explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Are you willing to submit to a pre-employment drug screening? Yes □ No □  | Do you have a driver’s license and reliable vehicle for work purposes? Yes □ No □ If no, explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Education** |
| High School | Address | Graduated? Yes □ No □  |
| College:Degree: | Address | Graduated? Yes □ No □  |
| **Professional References** |
| Full name | Phone | Relationship |
| Full name | Phone | Relationship |
| **Employment History \*We retain the right to contact current and past employers\*** |
| Company | Phone |
| Title | Reason for Leaving |
| From | To | Supervisor |
| Company | Phone |
| Title | Reason for Leaving |
| From | To | Supervisor |
| Company | Phone |
| Title | Reason for Leaving |
| From | To | Supervisor |
| **Have you ever previously worked for The Arc of Clarion and Venango Counties?**  Yes □ No □ Dates: \_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_ |
| **It is the priority of The Arc to provide supports and services that meet the needs of the individuals who are being served.****I understand that the position requires flexibility and work hours may change based on the needs of the person being supported.****I also understand that a particular work schedule cannot be guaranteed because of the aforementioned reasons.** |
| I hereby certify that my answers are true and complete to the best of my knowledge. I understand that my references and past employers will be contacted. I understand that an extensive criminal background check will be conducted as part of the screening process and prior to hire. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. |
| Date: | Signature: |