



Jacksonville

# Employment Application

1050 North Davis Street, Jacksonville, FL 32209

Phone (904) 355-0155

Fax (904) 355-9616

4401 Wesconnett Blvd., Jacksonville, FL 32210

Phone (904) 573-2805

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The Arc Jacksonville is an equal opportunity employer. The Arc Jacksonville considers applicants for all positions without discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status or veteran status, or any other legally protected status. No question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on any basis prohibited by local, state, or federal law.

<b>Personal</b>	<input type="checkbox"/> Mr.                      Last Name                      First Name                      Middle                      Date <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.
	Street Address                      Social Security Number
	Apartment Number                      Home Phone Number
	City                      State                      Zip                      Cell Phone Number
	Email Address                      Business Phone Number
	Only U.S. citizens or other persons who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, submit documentation verifying your identity and legal right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Position</b>	Position Applied for                      Date Available to Work                      Wage or Salary Desired
	Are you available for Full Time <input type="checkbox"/> Yes <input type="checkbox"/> No    Part Time <input type="checkbox"/> Yes <input type="checkbox"/> No    Evenings/Nights <input type="checkbox"/> Yes <input type="checkbox"/> No    Weekends <input type="checkbox"/> Yes <input type="checkbox"/> No
	Have you ever applied with The Arc Jacksonville before? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Is yes, where/when?

<b>Education</b>	Name and Location of School                      Did you Graduate?                      Degree or Diploma*                      Course of Study
	High School <input type="checkbox"/> Yes <input type="checkbox"/> No
	College <input type="checkbox"/> Yes <input type="checkbox"/> No
	Graduate School <input type="checkbox"/> Yes <input type="checkbox"/> No
	GED or Other Professional Certification(s) or Training <input type="checkbox"/> Yes <input type="checkbox"/> No
Trade Business or Correspondence Courses <input type="checkbox"/> Yes <input type="checkbox"/> No	

\*A copy of your High School Diploma or G.E.D. will be required. A certified copy of your college transcript will be required for consideration of any degreed position.

# Employment

Please give accurate, complete full-time and part-time employment record starting with present or most recent employer.

1	<i>Company Name</i>	<i>Telephone Number</i>
	<i>Address</i>	<i>Employed</i> <i>From:                      To:</i>
	<i>Name of Supervisor</i>	<i>Starting                      Ending</i> <i>Salary                              Salary</i>
	<i>Job Title</i>	<i>Other Compensation</i>
	<i>Key Responsibilities and Accomplishments</i>	<i>Reason for Leaving</i>

2	<i>Company Name</i>	<i>Telephone Number</i>
	<i>Address</i>	<i>Employed</i> <i>From:                      To:</i>
	<i>Name of Supervisor</i>	<i>Starting                      Ending</i> <i>Salary                              Salary</i>
	<i>Job Title</i>	<i>Other Compensation</i>
	<i>Key Responsibilities and Accomplishments</i>	<i>Reason for Leaving</i>

3	<i>Company Name</i>	<i>Telephone Number</i>
	<i>Address</i>	<i>Employed</i> <i>From:                      To:</i>
	<i>Name of Supervisor</i>	<i>Starting                      Ending</i> <i>Salary                              Salary</i>
	<i>Job Title</i>	<i>Other Compensation</i>
	<i>Key Responsibilities and Accomplishments</i>	<i>Reason for Leaving</i>

4	<i>Company Name</i>	<i>Telephone Number</i>
	<i>Address</i>	<i>Employed</i> <i>From:                      To:</i>
	<i>Name of Supervisor</i>	<i>Starting                      Ending</i> <i>Salary                              Salary</i>
	<i>Job Title</i>	<i>Other Compensation</i>
	<i>Key Responsibilities and Accomplishments</i>	<i>Reason for Leaving</i>

May we contact your present employer?       Yes       No

## *Additional Background Information*

Please provide the names of three references (at least two must be business references):

Name:	Relationship:	Phone Number and Address:
Name:	Relationship:	Phone Number and Address:
Name:	Relationship:	Phone Number and Address:

During your employment with other employers, or during the education listed on your application and/or resume, have you ever worked under or used a different name?  Yes  No  
 If so, list other names:

Please explain any gaps in your employment history.

Have you received any written reprimands or disciplinary suspensions during any previous employment?  Yes  No  
 If yes, explain.

Have you ever been discharged or asked to resign?  Yes  No  
 If yes, explain.

Have you ever been convicted of, pled no contest to, or had adjudication withheld on a crime?  Yes  No  
 (A conviction or plea record will not necessarily disqualify an applicant for employment)  
 If so, state the nature of the offense(s), date(s), city and state and disposition. Attach a separate sheet if you need more space.

Have you ever been a defendant in a civil court for an intentional tort (e.g., a civil wrong, assault, battery, fraud)?  Yes  No  
 (A conviction or plea record will not necessarily disqualify an applicant for employment)  
 If yes, for each action please specify the following:  
 (a) The nature of the civil action against you; and (b) the outcome of the action.

Do you have a contract with your current or a recent employer which has a post-termination non-compete non-solicitation, non-disclosure or confidentiality provisions?  Yes  No  
 If yes, please attach a copy or, if not available, describe the limitations or restrictions that would affect you if hired by The Arc Jacksonville.

# *Driver's License Check*

As an applicant for employment with The Arc Jacksonville, I hereby authorize The Arc Jacksonville to obtain a check of my driver license records.

Driver License Number \_\_\_\_\_ State \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

## *Employment Application Certification*

I hereby certify that all of the facts and information listed on this employment application (and other accompanying documents), are true and complete. I understand that any false, incomplete or misleading information given by me on this application is sufficient cause for rejection of this application. I also understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after I am employed may result in my dismissal.

I hereby authorize the investigation of all statements contained in this application and authorize The Arc Jacksonville to interview or make inquires of the references, educational institutions or licensing bodies, and previous employers listed in this application or identified by me. I authorize the references, previous employers and others listed to give The Arc Jacksonville all facts, opinions and evaluations concerning my previous employment and any other information they may have, personal or otherwise, and release all such parties from any liability which may allegedly arise from furnishing such information to The Arc Jacksonville, including, but not limited to, any liability for defamation or invasion of privacy.

If I am offered employment, I understand that such an offer will be conditioned upon satisfactory results of a background investigation and/or medical examination or inquiry for The Arc Jacksonville, including a drug screen test in some circumstances. I further understand and voluntarily agree as a condition of employment or my continued employment, that I may be requested by The Arc Jacksonville to submit to a urinalysis or other drug screen test and that my failure to take such test(s) when requested to do so or unsatisfactory test results will disqualify me from consideration for employment, or if I am then employed, may result in my immediate dismissal.

I further understand that my employment and compensation can be terminated, with or without cause or notice, at any time, regardless of the successful completion of my introductory period, at the option of either The Arc Jacksonville or myself. I understand that no supervisor or other representative of The Arc Jacksonville other than the Executive Director has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I certify that I have read, understand and agree to the above.

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

\_\_\_\_\_  
Date