



The Arc of Placer County
522 Vernon Street, Roseville, CA 95678
(916) 781-3016

EMPLOYMENT APPLICATION

An Equal Opportunity Employer

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Are you at least 18 years or older? (Check one) Yes No (If no, you may be required to provide authorization to work.)

Do you have a legal right to work in the U.S.? (Check one) Yes No

(Note: Proof of eligibility to work is required after hire).

EMPLOYMENT DESIRED

Position for which you are applying: \_\_\_\_\_

Part-time \_\_\_\_\_ Full-time \_\_\_\_\_ On call/as needed \_\_\_\_\_ Temporary \_\_\_\_\_

Date you can start \_\_\_\_\_ Preferred Hours \_\_\_\_\_

Are you able to perform the essential job functions of the position for which you are applying with or without reasonable accommodation? (Check one) Yes No.

(Note: The Arc of Placer County complies with applicable federal and state law and considers reasonable accommodation measures that may be necessary for eligible applicants and employees to perform essential job functions.)

Have you worked for The Arc of Placer County before? (Check one) Yes No.

If yes, when? From \_\_\_\_\_ to \_\_\_\_\_.

Do you know anyone who works for The Arc of Placer County? (Check one) Yes No.

If yes, please identify all persons: \_\_\_\_\_

Do you have any relatives who work for The Arc of Placer County? (Check one) Yes No.

If yes, please identify all relatives: \_\_\_\_\_

Are you currently employed? (Check one) Yes No.

If yes, may we inquire of your present employer? (Check one) Yes No.

Comments \_\_\_\_\_

EDUCATION

List all education or training you have received in the chart below.

Circle highest grade level completed: 10 11 12 13 14 15 16 16+

	Name and Location of School	Number of years Attended	Course/Degree Received	Major
High School				
College or University				
Trade, Business or Correspondence School				

**SKILLS AND QUALIFICATIONS**

Please list the skills and qualifications you possess for the position for which you are applying. Include relevant experience, skill level and years of experience.

Skill/Qualification	Level of expertise	Years of experience

Please describe your computer skill level: \_\_\_\_\_

**EMPLOYMENT HISTORY**

Include your last ten (10) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. Attach additional sheets if needed. *Incomplete information could disqualify you from further consideration.*

Start Date	End Date	Employer Name & Address	Job Title	Work performed/Job Responsibilities
Immediate Supervisor's Name		Title		Phone Number
Reason for leaving				

**EMPLOYMENT HISTORY, CONTINUED**

Start Date	End Date	Employer Name & Address	Job Title	Work performed/Job Responsibilities
Immediate Supervisor's Name		Title		Phone Number
Reason for leaving:				

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Reason for leaving				

**Please read carefully before signing.**

The Arc of Placer County complies with federal and state law prohibiting discrimination in employment on the basis of age, race, color, religion, sex, gender, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical conditions, genetic information, military veteran status and other protected categories under applicable laws.

I understand that neither the completion of this application nor any other part of my consideration for employment established any obligation for The Arc of Placer County to hire me. I understand and agree that as a matter of The Arc of Placer County policy, employment with the agency is at will and can be terminated at any time by me or The Arc of Placer County without prior notice, and with or without cause, and for any reason that is not unlawful. I understand that no representative of The Arc of Placer County has the authority to make any assurance to the contrary.

I authorize The Arc of Placer County to investigate all statements on this application and to contact references provided for employment reference checks. I certify that the information contained in this Application and any attachments is true and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts given may constitute cause for the denial of employment or immediate dismissal if hired.

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

Date \_\_\_\_\_