



The Arc of Placer County
9273 Sierra College Boulevard, Roseville, CA 95661
(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 _____ Called 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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Immediate Supervisor's Name		Title		Phone Number
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 _____