

The Arc of Clarke County

501 Forest Avenue
Jackson, AL 36545
251-246-3000

www.thearcofclarke.com

EMPLOYMENT APPLICATION



Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status. Alabama Department of Mental Health prevents this agency from employing individuals with any type of felony conviction(s).

Position Applying For: _____ Date: _____

Name: _____
Last First MI Other Name(s) Used for Employment

Address: _____
Street Address City State Zip Code

Daytime Phone #: _____ Alternate Phone #: _____

Social Security #: _____ Driver's License #: _____ State: _____

Were you referred by a TACC employee? No Yes If yes, who? _____
Were you previously employed by us? No Yes If yes, when? _____
Have you previously applied here? No Yes If yes, when? _____
Are you related to anyone employed here? No Yes Name: _____
If you are presently employed, may we contact your employer? No Yes
Are you legally eligible for employment in the USA? No Yes State Age if under 18: _____

EDUCATIONAL DATA

School Name	City	State	Diploma/Area of Degree
High School:			
College:			
Voc/Tech:			
GED:			

Do you hold a certification or licensure in Alabama? No Yes
If yes, list #: _____ Type: _____

Certain positions within our organization are subject to short notice for hours of duty. Would transportation be available to you at all times? No Yes

Certain positions within our organization have the requirement of availability for all three shifts as well as Saturday and Sunday. Would this be a problem for you? No Yes If yes, why? _____

Date Available to Work: _____

TACC has several shifts and some shift hours may fluctuate. What shifts are you available to work (below are examples only and are subject to change upon hire)?

_____ 7:30a – 3:30p _____ 8a – 8p _____ 2:30p – 8p _____ 2:30p -12a
_____ 8p – 8a _____ 11p - 9a _____ 7a – 9a _____ Any other hours as needed

List training, experiences, skills or qualifications which you feel would especially fit you for work with individuals who have developmental disability diagnoses and multiple handicaps:

Certain positions at TACC require employees to lift **up to 50 pounds without assistance**. Can you perform this task? No Yes

Certain positions at TACC require employees to lift **over 50 pounds with assistance**. Can you perform this task? No Yes

Have you ever been convicted of a crime? (A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.)

No Yes If yes, explain: _____

EMPLOYMENT RECORD

List all past employment, starting with most recent employer. Use additional sheet if necessary.

Name, Address, Phone No. of Previous Employer	Type of Work	Dates Employed		Reason for Leaving
		From	To	

List places of residence for the past three (3) years starting with current residence:

<u>Length of Time</u>	<u>Street Address</u>	<u>City</u>	<u>State</u>	<u>County</u>

List two (2) Personal References:

<u>Name</u>	<u>Phone Number(s)</u>	<u>Relation</u>

State briefly why you want to work at The Arc of Clarke County:

AUTHORIZATION AND RELEASE OF INFORMATION - PLEASE READ CAREFULLY BEFORE SIGNING BELOW

I certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

I hereby authorize TACC to make any investigation concerning my past employment history, driving record, personal references, criminal record and other statements contained in this application.

Employees of TACC are hired "at-will." An agreement to hire does not constitute a legal contract.

Our standards require a criminal background check on all prospective employees. Employment is contingent upon satisfactory completion of employment check, screening tests (including a drug screen) and other hiring requirements.

I am willing to submit to pre-employment drug screening and I understand that a positive finding may result in disqualification of my consideration for employment. Yes _____ No _____ Initials _____

I hereby acknowledge that I have been informed that as of January 1, 2012 all TACC locations, campuses and vehicles will be smoke free and that, dependent upon staffing levels and client needs, I may not be able to smoke during my entire work shift.

Signature of Applicant

Date

(Revised April 2016)