



Achieve with us

Administrative Offices
14700 Doolittle Drive
510-357-3569
Fax 510-352-8714
www.arcalameda.org

Employment Application

An Equal Opportunity Employer

Please Print

Date Last Name First Name Middle Initial

Present Address

No. & Street City State Zip Code

Permanent Address (if different from present address)

No. & Street City State Zip Code

Business Phone Home Phone

Employment Desired

Position applying for:

Are you applying for:

- Regular full-time work?
Regular part-time work?
Temporary work, e.g., summer or holiday work?

What days and hours are you available for work?

If applying for temporary work, during what period of time will you be available?

From: To:

Are you available for work on weekends?

Would you be available to work overtime, if necessary?

If hired, what date can you start work?

Salary desired:

Personal Information

Have you ever applied to or work for The Arc of Alameda County before?..... Yes No

If yes, when? _____

Do you have any friends or relatives working for The Arc of Alameda County?..... Yes No

If yes, state name(s) and relationships:

Name

Relationship

Name

Relationship

Why are you applying for work at The Arc of Alameda County?

If hired, would you have a reliable means of transportation to and from work?..... Yes No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) Yes No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?..... Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Misdemeanor convictions for marijuana-related offenses that are more than two years old need not be listed)..... Yes No

If yes, state nature of the crime(s), when and where convicted, and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Are you currently employed?..... Yes No.

If so, may we contact your current employer?..... Yes No

Education, Training, and Experience

| School | Name and Address | No. of Years Completed | Did you Graduate? | Degree or Diploma |
|--------|------------------|------------------------|-------------------|-------------------|
|--------|------------------|------------------------|-------------------|-------------------|

| | | | | |
|--------------------|---------------|-------------|--|-------|
| High School | Name _____ | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| | Address _____ | | | |
| | City _____ | State _____ | Zip Code _____ | |
| | | | | |

| | | | | |
|----------------------------|---------------|-------------|--|-------|
| College/ University | Name _____ | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| | Address _____ | | | |
| | City _____ | State _____ | Zip Code _____ | |
| | | | | |

| | | | | |
|-----------------------------|---------------|-------------|--|-------|
| Vocational/ Business | Name _____ | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| | Address _____ | | | |
| | City _____ | State _____ | Zip Code _____ | |
| | | | | |

| | | | | |
|-----------------------------|---------------|-------------|--|-------|
| Health Care Training | Name _____ | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| | Address _____ | | | |
| | City _____ | State _____ | Zip Code _____ | |
| | | | | |

Option: Many of our customers/clients do not speak English. Do you speak, write or understand any foreign languages?..... Yes No

If yes, which language(s)? _____

Do you have any other experience, training, qualifications, or skills that you feel make you especially suited for work at The Arc of Alameda County?..... Yes No

If so, please explain:

Answer the following questions if you are applying for a professional position:

Are you licensed/certified for the job applied for?..... Yes No

Name of license/certification: _____ Issuing state: _____

License/certification number: _____

Has your license/certification ever been revoked or suspended?..... Yes No

If yes, state reason(s), date of revocation or suspension, and date of reinstatement.

Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

Name of Employer Phone Number

Type of Business Your Supervisor's Name

Address & Street City State Zip Code

Dates of Employment: _____ **Monthly/Hourly Pay:** _____
From To Starting Ending

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference?..... Yes No

Name of Employer Phone Number

Type of Business Your Supervisor's Name

Address & Street City State Zip Code

Dates of Employment: _____ **Monthly/Hourly Pay:** _____
From To Starting Ending

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference?..... Yes No

Name of Employer _____ Phone Number _____
Type of Business _____ Your Supervisor's Name _____

Address & Street _____ City _____ State _____ Zip Code _____

Dates of Employment: _____ **Monthly/Hourly Pay:** _____
From _____ To _____ Starting _____ Ending _____

Your Position and Duties _____

Reason for Leaving _____

May we contact this employer for a reference?..... Yes No
.....

Name of Employer _____ Phone Number _____
Type of Business _____ Your Supervisor's Name _____

Address & Street _____ City _____ State _____ Zip Code _____

Dates of Employment: _____ **Monthly/Hourly Pay:** _____
From _____ To _____ Starting _____ Ending _____

Your Position and Duties _____

Reason for Leaving _____

May we contact this employer for a reference?..... Yes No
.....

Name of Employer _____ Phone Number _____
Type of Business _____ Your Supervisor's Name _____

Address & Street _____ City _____ State _____ Zip Code _____

Dates of Employment: _____ **Monthly/Hourly Pay:** _____
From _____ To _____ Starting _____ Ending _____

Your Position and Duties _____

Reason for Leaving _____

May we contact this employer for a reference?..... Yes No

Military Service _____

Have you obtained any special skills or abilities as a result of service in the military?..... Yes No

If so, describe:

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

| | | | |
|------------------|-------------------------|--------------|----------|
| _____ | _____ | _____ | |
| First Name | Last Name | Phone Number | |
| | | | |
| _____ | _____ | _____ | _____ |
| Address & Street | City | State | Zip Code |
| | | | |
| _____ | _____ | | |
| Occupation | No. of Years Acquainted | | |

| | | | |
|------------------|-------------------------|--------------|----------|
| _____ | _____ | _____ | |
| First Name | Last Name | Phone Number | |
| | | | |
| _____ | _____ | _____ | _____ |
| Address & Street | City | State | Zip Code |
| | | | |
| _____ | _____ | | |
| Occupation | No. of Years Acquainted | | |

| | | | |
|------------------|-------------------------|--------------|----------|
| _____ | _____ | _____ | |
| First Name | Last Name | Phone Number | |
| | | | |
| _____ | _____ | _____ | _____ |
| Address & Street | City | State | Zip Code |
| | | | |
| _____ | _____ | | |
| Occupation | No. of Years Acquainted | | |

Please Read Carefully, Initial Each Paragraph and Sign Below

| | |
|-------------------|---|
| _____ Initials | <p>I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.</p> |
| _____ Initials | <p>I hereby authorize The Arc of Alameda County to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release The Arc of Alameda County, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.</p> |
| _____ Initials | <p>I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and The Arc of Alameda County. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or The Arc of Alameda County, and that no promises or representations contrary to the foregoing are binding on The Arc of Alameda County unless made in writing and signed by me and The Arc of Alameda County's designated representative.</p> |
| _____ Initials | <p>Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by The Arc of Alameda County, I am entitled to copies of any such public records obtained by The Arc of Alameda County unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.</p> <p><input type="checkbox"/> I waive receipt of a copy of any public record described in the paragraph above.</p> |

Date

Applicant's Signature