



Arizona Recreation Center for the Handicapped

Employment Application

Applicant Information

Full Name: _____ *Date:* _____

Last
First
M.I.

Address: _____ *Apartment/Unit #* _____

Street Address

City
State
ZIP Code

Phone: _____ *Email* _____

Position Information

Position Applied for: _____ Available Start Date: _____

Were you referred by a current employee? YES NO *Name of Employee:* _____

Have you been employed by ARCH before? YES NO *If so, provide date:* _____

Are you currently employed? YES NO *May we contact current employer?* YES NO

Are you prevented from becoming lawfully employed in this country? YES NO *Are you currently on "layoff" status to recall?* YES NO

Have you been convicted of a felony? YES NO

When are you available to work? Part-time Full-time Seasonal

Employee eligibility to drive company vehicles is required for many positions. Please assist us further in evaluating your qualifications by completing this section. Check all boxes that apply:

<input type="checkbox"/> Age 18-20 qualifies as non-driver	<input type="checkbox"/> Age 21 - 22 may have one (1) minor moving violation	<input type="checkbox"/> Age 23 and over must present no more than one (1) accident and/or two (2) minor tickets in the last three years; must have no major moving violations in the last five years
<input type="checkbox"/> Age 21 and over who do not meet conditions in #2 and #3	<input type="checkbox"/> Age 21 and over with no citations / moving violations	<input type="checkbox"/> A minimum of 3 years driving experience.

Education

High School: _____ *Address:* _____

From: _____ *To:* _____ *Did you graduate?* YES NO *Diploma:* _____

College: _____ *Address:* _____

From: _____ *To:* _____ *Did you graduate?* YES NO *Degree:* _____

Other: _____ *Address:* _____

From: _____ *To:* _____ *Did you graduate?* YES NO *Degree:* _____

Skills & Training

Please check all boxes that apply.

<input type="checkbox"/> CPR & First Aid	<input type="checkbox"/> Fingerprint Clearance Card
<input type="checkbox"/> ISP	<input type="checkbox"/> Article IX
<input type="checkbox"/> Prevention & Support	<input type="checkbox"/> Behavior Management
<input type="checkbox"/> Computer Skills	<input type="checkbox"/> Basic Supervision
<input type="checkbox"/> Driver's License	<input type="checkbox"/> Fluent in another Language <i>List all languages:</i> _____ _____ _____

References

Please list three professional or personal references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO



Disclaimer and Signature

I certify that answers given herein are true and complete to the best of my knowledge. I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at any employment decision. This application will be considered active for a period of time not to exceed forty-five (45) days. Any applicant wishing to be considered for employment beyond this time should inquire as to whether or not applicants are being accepted at this time. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the employer.

Signature: _____ Date: _____