

**THE ARC OF HAYWOOD COUNTY, INC., RESIDENTIAL SERVICES  
APPLICATION FOR EMPLOYMENT  
INSTRUCTION SHEET**

**Please take the time to fill out your application for employment in its entirety, legibly and in black ink or if emailed please use black ink and use word or pdf document. These instructions are to assist you in the completion of this application.**

<b>PERSONAL</b>	Furnish your mailing address and physical address as well as your home phone number, cell phone number or your business phone number where you can be reached also, please add your email address.  Furnish your previous address if you have lived at your current address for less than five (5) years.
<b>EDUCATION</b>	Fill in the information as requested. A copy of your high school diploma or GED certificate is required.
<b>WORK EXPERIENCE</b>	List your current/most recent employer in the first box and proceed with listing the employers you have had prior to that in chronological order in the remaining boxes.
<b>PROFESSIONAL REFERENCES</b>	List <u>five (5)</u> professional references (not personal/relatives) in this section. It is <b><u>imperative</u></b> to furnish the names, titles and complete mailing addresses/email address and phone numbers.
<b>AUTHORIZATION</b>	Please be advised that a criminal background screening will be processed for all prospective applicants. If you have had any convictions or violations, please list them on the reverse side of the Motor Vehicle Questionnaire. Be aware that a conviction/violation does not necessarily mean that you will not be hired for the position for which you are applying.

In order for your application to be processed, your signature is required. Unsigned applications will not be processed. Motor Vehicle History Form and Pre-Employment Authorization Release forms are separate from the application but must be turned in as required by the State of North Carolina.

We thank you for taking the time to complete your application fully to avoid any delay that may arise from an incomplete application.

**The Arc of Haywood County  
Residential Services  
APPLICATION FOR EMPLOYMENT**

**Prospective employees will receive consideration without discrimination because of race, religion, color, sex, age, national origin, disability or veteran status.**

Date of Application

**PERSONAL**

Last Name	First Name	Middle Name	Home Phone Including Area Code
Street Address			Cell Phone Including Area Code
			Business Phone Including Area Code
City, State, Zip	County		Email address

**IF YOU HAVE LIVED AT CURRENT ADDRESS LESS THAN 5 YEARS, PLEASE GIVE PREVIOUS ADDRESS BELOW**

Street Address	Home Phone Including Area Code
City, State, Zip	Business Phone Including Area Code
Have you ever applied for employment with our agency?    YES    NO If yes, month/year?	Is there any reason you would be unable to perform the essential functions of the job with or without reasonable accommodation?
Have you ever been employed by our agency?    YES    NO If yes, when?	
Position Desired	Pay Expected
What accommodation would you require?	
Are you legally eligible for employment in the United States?	How long have you been a permanent resident of the State of North Carolina?
When will you be available to begin work?	
Have you ever been convicted of a FELONY, plead no contest or plead guilty to a lesser charge?    Yes    No	
Be aware that a conviction/violation does not necessarily mean that you will not be hired for the position for which you are applying.	
Are you a relative of an Arc Client?    YES    NO    If yes, please indicate	
Are you the legal guardian of an Arc Client?    YES    NO    If yes, please indicate	

**EDUCATION**

SCHOOL	NAME AND LOCATION	COURSE OF STUDY	NO OF YEARS COMPLETED	DATE OF GRADUATION	COPY OF DEGREE OR DIPLOMA ATTACHED
COLLEGE					
HIGH SCHOOL					
OTHER					

**MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATIONS  
(Exclude those which may disclose your race, color, religion or national origin)**


**SPECIAL TRAINING PROGRAMS AND SEMINARS YOU HAVE COMPLETED IN THE LAST FIVE YEARS (Please List)**


**WORK EXPERIENCE**

EMPLOYER:		ADDRESS:				
JOB TITLE:		SUPERVISOR'S NAME:		TELEPHONE NUMBER	NO. SUPERVISED BY YOU?	
Date Employed (Month/Year)		Starting Salary \$ Per		Ending Salary \$ Per		
Date Separated (Month/Year)		LIST MAJOR DUTIES IN ORDER OF THEIR IMPORTANCE IN THE JOB:				
Full Time	Years					Months
Part Time	Years					Months
If part time, please list hours per week						

EMPLOYER:		ADDRESS:				
JOB TITLE:		SUPERVISOR'S NAME:		TELEPHONE NUMBER	NO. SUPERVISED BY YOU?	
Date Employed (Month/Year)		Starting Salary \$ Per		Ending Salary \$ Per		
Date Separated (Month/Year)		LIST MAJOR DUTIES IN ORDER OF THEIR IMPORTANCE IN THE JOB:				
Full Time	Years					Months
Part Time	Years					Months
If part time, please list hours per week						

EMPLOYER:		ADDRESS:				
JOB TITLE:		SUPERVISOR'S NAME:		TELEPHONE NUMBER ( )	NO. SUPERVISED BY YOU?	
Date Employed (Month/Year)		Starting Salary \$ Per		Ending Salary \$ Per		
Date Separated (Month/Year)		LIST MAJOR DUTIES IN ORDER OF THEIR IMPORTANCE IN THE JOB:				
Full Time	Years					Months
Part Time	Years					Months
If part time, please list hours per week						

LAST NAME

**PROFESSIONAL REFERENCES** (\*Note: All references must include complete mailing addresses/email address and telephone numbers)

CONTACT PERSON & TITLE	MAILING ADDRESS, CITY, STATE, ZIP	EMAIL ADDRESS	TELEPHONE NUMBER

**Please Read Carefully Before Signing**

THE ARC OF HAYWOOD COUNTY, INC. IS AN EQUAL OPPORTUNITY EMPLOYER. THE ARC OF HAYWOOD COUNTY, INC. DOES NOT DISCRIMINATE IN EMPLOYMENT ON ACCOUNT OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE, SEX, MARITAL STATUS, PHYSICAL OR MENTAL DISABILITY OR MILITARY STATUS.

I UNDERSTAND THAT NEITHER THE COMPLETION OF THIS APPLICATION NOR ANY OTHER PART OF MY CONSIDERATION FOR EMPLOYMENT ESTABLISHES ANY OBLIGATION FOR THE ARC OF HAYWOOD COUNTY, INC. TO HIRE ME. IF I AM HIRED, I UNDERSTAND THAT EITHER THE ARC OF HAYWOOD COUNTY, INC. OR I CAN TERMINATE MY EMPLOYMENT AT ANY TIME AND FOR ANY REASON, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE. I UNDERSTAND THAT NO REPRESENTATIVE OF THE ARC OF HAYWOOD COUNTY, INC. HAS THE AUTHORITY TO MAKE ANY ASSURANCE TO THE CONTRARY.

I CERTIFY THAT I HAVE GIVEN TRUE, ACCURATE AND COMPLETE INFORMATION ON THIS FORM TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT FALSE INFORMATION OR DOCUMENTATION OR A FAILURE TO DISCLOSE RELEVANT INFORMATION MAY BE GROUNDS FOR REJECTION OF MY APPLICATION, DISCIPLINARY ACTION OR DISMISSAL IF I AM EMPLOYED AND/OR CRIMINAL ACTION. I FURTHER UNDERSTAND THAT DISMISSAL UPON EMPLOYMENT SHALL BE MANDATORY IF FRAUDULENT DISCLOSURES ARE GIVEN TO MEET POSITION QUALIFICATIONS.

(Authority G.S. 126-30, G.S. 14-122.1).

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**(UNSIGNED APPLICATIONS WILL NOT BE PROCESSED)**

Applications will be kept on file for 90 days. If you wish to apply for a different position within that time, you must fill out another application.



The Arc of Haywood County

EMPLOYMENT APPLICATION ATTACHMENT

APPLICANT MOTOR VEHICLE VIOLATION HISTORY

(To be attached to all applications for positions requiring agency vehicle operation)

The position for which you have applied requires the operation of agency vehicles. Additional information is necessary to determine if you are qualified to perform driving duties. Please answer all questions below and sign in the space provided. You may use the back for additional details if necessary.

1. Have you been convicted or pled guilty to a lesser charge in the past 3 years of driving under the influence or while intoxicated (DUI, DWI)?

Yes NO If yes, give days, location, details

2. Have you ever been convicted in the past 3 years of reckless driving?

Yes NO If yes, give days, location, details

3. Have you ever been convicted of driving with a revoked or suspended license or permit?

Yes NO If yes, give days, location, details

4. Have you ever been convicted of leaving the scene of an accident?

Yes NO If yes, give days, location, details

5. List speeding tickets and other moving traffic violations received in the last 3 years. Give dates, location, specific charges, details, and disposition.

6. Do you have a motor vehicle operator's permit (expired or unexpired) from another state?

Yes NO If yes, give state and number.

7. Have you ever been denied employment, suspended, suspended from driving, or discharged because of a motor vehicle or traffic violation, revocation or suspension of operator's permit, or due to the results of a drug or substance use test?

Yes NO If yes, give full details

The above responses are a true and accurate account of my driving history. I understand incorrect or false answers will result in denial of employment, or termination if employed. I authorize a motor vehicle records check.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Operator's Permit Number

**The Arc of Haywood County**  
**PRE-EMPLOYMENT INQUIRY AUTHORIZATION RELEASE**

I understand that in connection with my application for employment, a background screening will be conducted which may include requests for information relating to my driving record, credit history, criminal record, civil matters, previous employment, education background, and other past experiences.

I hereby authorize the Arc of Haywood County, Inc. to investigate all information furnished by me on my employment application. I authorize any and all police and law enforcement agencies, courts or other agencies as may be contacted to release any records or information which may have a bearing upon convictions relative to me. I hereby release above agencies from any and all liability in conjunction with the release of said records of information.

<b>Last Name</b>	<b>First Name</b>	<b>Middle</b>
<b>Social Security Number</b>	<b>Driver's License Number &amp; State</b>	<b>Date of Birth</b>
<b>Former Names</b>		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date