

# EEO SELF-IDENTIFICATION FORM

Please Print Information

Ridge Area Arc is an equal employment opportunity employer.

The information below is needed to measure the effectiveness of our recruitment efforts and is in conformity with federal government guidelines which require us to compile statistical information about applicants for employment. You are not required to furnish this information, but are encouraged to do so. The law provides that an employer may neither discriminate on the basis of this information nor on whether you choose to furnish it. This voluntary information sheet will be kept in a confidential file separate from the application for employment.

**SEX IDENTIFICATION:**

Male  Female

**MINORITY STATUS IDENTIFICATION:**

White (Not Hispanic or Latino)

Black or African American (Not Hispanic or Latino)

Hispanic or Latino

Asian (Not Hispanic or Latino)

American Indian or Alaskan Native (Not Hispanic or Latino)

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)

Two or more races (Not Hispanic or Latino)

**PLEASE CHECK IF THE FOLLOWING CATEGORIES ARE APPLICABLE:**

Disabled Individual

Any person who (1) has a physical or mental impairment that substantially limits one or more of his/her major life activities; (2) has a record of such impairment, or (3) is "substantially limiting" if it is likely to cause a difficulty in securing, retaining, or advancing in employment.

Vietnam Era Veteran Eligibility

Served in armed forces between August 5, 1964 and May 7, 1975, for more than 180 days of active duty.

Disabled Veteran Eligibility

A veteran with a disability, service connected or otherwise.

Position Sought:

\_\_\_\_\_

Name (Printed):

\_\_\_\_\_

Signature:

\_\_\_\_\_

**Notice to Applicants**

**GENERAL INFORMATION**

**Read the following document. Initial each area and sign after completion.**

\_\_\_ **If your** application is not completed in its entirety and all portions signed and dated properly, or your work history does not meet experience requirements, **you will not be called for interview.**

\_\_\_ **Ridge Area Arc** is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, sex, religion, national origin, age, disability, handicap, marital status or any other basis protected by law. The opportunity for employment will be based solely upon your qualifications and ability to perform the job for which you are being considered.

\_\_\_ **We comply** with the American with Disabilities Act of 1990. During the interview process, you may be asked questions concerning your ability to perform job-related functions.

\_\_\_ **All applicants** are required to pass a Local Criminal Background Screening as required by the Department of Children & Families and a motor vehicle report is requested from our insurance company (requires 1-3 days for results). Your professional and personal references will be contacted and noted. If favorable for hiring after the interview, screenings and the reference checks, you will be required to submit to a drug test. Upon clear results of these screenings/tests, an offer of employment may be made. If any part of the process is not cleared, an offer of employment WILL NOT be made. You may contact the Human Resources Department if you wish to check on the status of your application; however, we do not guarantee an interview or offer of employment. Ridge Area Arc may at times be screening several applicants for one or two positions. We cannot use all applicants to fill one position, obviously. We try to place the best candidate in positions to meet the needs of our clients. We do not guarantee notification in writing if an applicant is screened out of the process and not interviewed. If you interview and are not selected for a position, a letter will be mailed upon the decision for employment being made.

\_\_\_ **To promote** a safe, healthy and productive work environment we maintain a Drug-Free Workplace. All applicants selected for employment are required to take and pass a pre-employment drug test as a condition of employment. If an applicant begins work and the pre-employment test comes back positive, they will be terminated forthwith. All test results will be kept confidential. There is random drug and alcohol testing and/or upon-suspicion testing after hire. The following drugs will be tested for at the threshold levels listed below:

Amphetamines	1,000 ng/ml
Benoylecogine (Cocaine)	300 ng/ml
Cannabinoids (Marijuana)	50 ng/ml
Opiates (Heroin, Morphine, Codeine)	300 ng/ml
Phencyclidine (PCP)	25 ng/ml

**Please read the following statements and sign below:**

\_\_\_ **If I am** offered employment, I understand that such an offer will be contingent upon satisfactory results of all the screenings. If then employed, I understand I will be required to serve a ninety (90) day probationary period. I further understand that my employment and compensation can be terminated, with or without cause or notice, at any time, regardless of the successful completion of my probationary period, at the option of either Ridge Area Arc or myself as Florida is an "employment at will" state.

\_\_\_ **Upon offer, I shall present my high school diploma or GED, college certification, college degree for copy.**

\_\_\_ **I certify** that all information given to Ridge Area Arc by me in the form of an employment application, resume, or related papers, or answers given by me during oral interviews, are true and correct. I understand Ridge Area Arc will make a thorough investigation of my past work. I understand falsification or any derogatory information that is discovered as a result of any investigation may subject me to immediate dismissal.

**I have read, understand and agree with the above Notice to Applicants.**

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Witness's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness's Signature

## APPLICATION FOR EMPLOYMENT

We receive applications and hire employees without regard to race, creed, color, sex, religion, age, national origin, marital status, disability, veterans status and citizenship status, or any other protected category. The receipt of this application does not mean that an interview will be given and does not obligate Ridge Area Arc in any way. We appreciate your interest in our organization.



120 West College Drive  
Avon Park, Florida 33825

Applications are accepted for SPECIFIC job postings and are not kept on file for future openings or other positions.

Last Name	First Name	MI	Date
Street Address			Home Phone
City, State, ZIP			Business Phone
How long have you lived at this address? _____		Are you legally eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Position Desired	Pay Expected	Social Security Number	
Date available for work _____		Do you have reliable transportation to work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you applying for Full time work or Part time? <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> On-Call			
Do you have experience (family, educational, personal or professional) in assisting people with intellectual and developmental disabilities? <input type="checkbox"/> Yes <input type="checkbox"/> No List, please _____			
Have you ever applied at the Arc? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when & what position? _____			
Have you been employed by Ridge Area Arc previously? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when & what dept? _____			
Do you know or are you related to current Ridge Area Arc employees? If so, whom? _____			
Were you referred by a current Ridge Area Arc employee? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, whom? _____			
How did you hear about this job posting? NewSun___ Highlands Today___ Other _____			
Have you ever been convicted of a crime, pled no contest or had adjudication withheld? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please explain: _____			
School - Name & location of School	Did you graduate?	Major (College)	
College/Trade School	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	
High School	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	
Please supply copy of diploma or GED upon interview.			
Other special training or skills relative to this position (languages, machine operation, certifications, etc.)			
Membership in Professional or Civic Organizations (Please exclude those which may disclose your race, color, religion, or national origin).			

**Prior Work History**

Start with your present or most recent employer.

Please give accurate, complete full time and part time employment record for the past 10 years.

Please fill in lapses of time (school, chose not to work, private duty, etc.)

May we contact the employers listed? If not, indicate which one(s) you do not wish us to contact.

Company Name	Telephone
Address	Employment Dates From                  To
Name of Supervisor	Hourly Pay Start                  End
Job Title and description of duties	Reason for Leaving

Company Name	Telephone
Address	Employment Dates From                  To
Name of Supervisor	Hourly Pay Rate Start                  End
Job Title and description of duties	Reason for Leaving

Company Name	Telephone
Address	Employment Dates From                  To
Name of Supervisor	Hourly Pay Start                  End
Job Title and description of duties	Reason for Leaving

Company Name	Telephone
Address	Employment Dates From                  To
Name of Supervisor	Hourly Pay Start                  End
Job Title and description of duties	Reason for Leaving

The facts written above are true and complete. I understand that if employed, false statements or omission of information on this application may be considered sufficient reason for dismissal. I authorize the use of any information in this application to verify my statements, and I authorize the past employers, references, and any other persons to answer all questions concerning my abilities, character, reputation, and previous employment record. I release all persons from any liability or damages on account of having furnished such information. I understand that employment in this organization is on an "at will" basis, and includes no guarantee, contract, or promise of employment for any specific length of time.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Supplemental Work History

Company Name	Telephone
Address	Employment Dates From                  To
Name of Supervisor	Hourly Pay Start                  End
Job Title and description of duties	Reason for Leaving

Company Name	Telephone
Address	Employment Dates From                  To
Name of Supervisor	Hourly Pay Rate+C33 Start                  End
Job Title and description of duties	Reason for Leaving

Company Name	Telephone
Address	Employment Dates From                  To
Name of Supervisor	Hourly Pay Start                  End
Job Title and description of duties	Reason for Leaving

Company Name	Telephone
Address	Employment Dates From                  To
Name of Supervisor	Hourly Pay Start                  End
Job Title and description of duties	Reason for Leaving

Company Name	Telephone
Address	Employment Dates From                  To
Name of Supervisor	Hourly Pay Start                  End
Job Title and description of duties	Reason for Leaving

**RIDGE AREA ARC  
EMPLOYEE REFERRAL NOTICE**

**NOTICE TO APPLICANT:**

If a current Ridge Area Arc employee referred you to us, please complete questions 1-5 and sign this notice.

1. Your Name: \_\_\_\_\_
2. The position you are applying for: \_\_\_\_\_
3. Name of the employee who referred you to us: \_\_\_\_\_
4. Relationship to employee: \_\_\_\_\_
5. Site/Department where employee works (if known): \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

.....  
**HUMAN RESOURCES ONLY**

Name of Employee who referred applicant: \_\_\_\_\_

Date employee will receive payment: \_\_\_\_\_

Date applicant began work: \_\_\_\_\_

Date applicant reached 91<sup>st</sup> day of work \_\_\_\_\_

Date applicant completed six months: \_\_\_\_\_

.....  
Review by Executive Director:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

.....  
**PAYROLL USE ONLY**

Date Paid: \_\_\_\_\_

\_\_\_\_\_  
Signature of Finance Manager



## RIDGE AREA ARC PARTNER REFERRAL FORM

Date:		Social Security Number:			
First Name:		Middle Initial:	Last Name		
Address:			City:	State:	Zip Code:
Phone #:	Alternate Phone #:		Date of Birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Citizenship:</b> <input type="checkbox"/> A citizen of the United States <input type="checkbox"/> A lawful permanent resident (Alien#) _____ <input type="checkbox"/> An Alien Authorized to work (Alien# or Admission #)      Expiration date: ____/____/____					
<b>Race:</b>				<b>Ethnicity:</b>	
<input type="checkbox"/> American Indian / Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Chinese		<input type="checkbox"/> Native Hawaiian / Other Pacific Islander <input type="checkbox"/> Multi-Racial <input type="checkbox"/> White <input type="checkbox"/> Haitian <input type="checkbox"/> Other		<input type="checkbox"/> Hispanic <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Others	
<b>Work Status:</b>			<b>Education:</b>		
<input type="checkbox"/> Not employed & seeking employment <input type="checkbox"/> Employed <input type="checkbox"/> Underemployed <input type="checkbox"/> Not employed & not looking for work			Currently enrolled in school? <input type="checkbox"/> Yes <input type="checkbox"/> No Highest Grade Completed: _____ Degree(s) Earned: _____		
Are you a Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No			Are you a Migrant Worker? <input type="checkbox"/> Yes <input type="checkbox"/> No		

An equal opportunity employer / program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

## Additional Veteran Information

Veteran Type:		
<input type="checkbox"/> Campaign Badge Veteran (served during a war and received campaign badge.) <input type="checkbox"/> Eligible Person (spouse of a veteran who is disabled, MIA, or deceased while in service). <input type="checkbox"/> Eligible Person (served more than 180 days and discharged with other than dishonorable).		
Veteran Status:	Recently Separated Veteran:	Veteran Disability:
<input type="checkbox"/> Served less than 180 days <input type="checkbox"/> Served more than 180 days	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Disabled _____ % <input type="checkbox"/> Special Disabled _____ % <input type="checkbox"/> Not Disabled
<b>Rank:</b>		
<b>Military Specialty:</b>		
<b>Date Served:</b>	From:	To:
<b>Branch of Service:</b>		

## -Additional Information For Migrant Seasonal Farm Worker-

511N Issued and Explained date: \_\_\_\_\_  
 Type of Work Preferred: \_\_\_\_\_  
 Primary Work Experience (type of crop): \_\_\_\_\_  
 Other Experience or Training: \_\_\_\_\_

- |   |
|---|
| <input type="checkbox"/> SFW/MIG (Seasonal Farm Worker/Migrant): A person who during the last 12 months has worked at least 25 days or more in farm work and was not employed in farm work year-round by the same employer.<br><input type="checkbox"/> Migrant Farm Worker: Work 25 or more days, earned at least 1/2 of income in farm work in the last 12 months and was not employed year-round by the same employer, and unable to return to permanent residence within the same day.<br><input type="checkbox"/> Migrant Food Processing Worker: A person who during the last 12 months has worked at least 25 or more days in which some work was performed in food processing, earned at least 1/2 of income from food processing work and was not employed in food processing year-round by the same employer, provided that the food processing required travel such that the worker was unable to return to permanent residence in the same day. |
|---|