

APPLICATION FOR EMPLOYMENT

We receive applications and hire employees without regard to race, color, sex, sexual orientation, religion, age, national origin, ancestry, marital status, physical or mental disability, citizenship status and military status or unfavorable discharge from military service or any other characteristic protected by law. 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.



4352 Independence St.
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	Mobile Phone
Email Address:			
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 Desired	
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			
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? Walk In <input type="checkbox"/> Advertisement <input type="checkbox"/> Referral <input type="checkbox"/> 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	Did you graduate?	Degree Received (College)	Major
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

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 consumers. 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 introductory 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

EEO-1 Voluntary Self Identification Form

Please Print Information

Ridge Area Arc is an equal employment opportunity employer.

The Equal Employment Opportunity Commission (EEOC) requires all private employers with 100 or more employees as well as federal contractors and first-tier subcontractors with 50 or more employees AND contracts of at least \$50,000 complete an EEO-1 report each year. Covered employers must invite employees to self-identify gender and race for this report.

Completion of this form is voluntary and will not affect your opportunity for employment, or the terms or conditions of your employment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by the Human Resources department.

If you choose not to self-identify your race/ethnicity at this time, the federal government requires Ridge Area Arc to determine this information by visual survey and/or other available information.

GENDER IDENTIFICATION:

Male Female

RACE/ETHNICITY 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:
