

The Arc of Fort Bend County Sugar Land, Texas

Application For Employment

We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other classification protected by Federal, state, or local law.

(PLEASE PRINT)

Position(s) Applied for:

Date:

How did you learn about us?

- Advertisement
 Friend
 Walk-in
 Employment Agency
 Relative
 Other

Last Name

First Name

M.I.

Street Address

City

State

Zip Code

Telephone No.

Social Security No.

E-mail address:

	<i>(circle)</i>
If you are under 18 years of age, can you provide required proof of your eligibility to work?	Yes No
Have you ever filed an application with us before?	Yes No
If yes, date _____	
Have you ever been employed with us before?	Yes No
If yes, date _____	
Are you currently employed?	Yes No
May we contact your present employer?	Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment.	Yes	No
On what date would you be available for work?	Yes	No
Are you available to work: Full-time Part-time Shift Work Temporary		
Are you currently on "lay-off" status and subject to recall?	Yes	No
Can you travel if job requires it?	Yes	No
Have you been convicted of a felony within the last 10 years?	Yes	No

(Conviction will not necessarily disqualify an applicant from employment.)

If yes, please explain _____

Education

	Elementary School					High School				Undergraduate College/University				Graduate/ Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship, skills or extra-curricular activities.																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

Indicate any foreign languages you can speak, read and/or write.			
	Fluent	Good	Fair
Speak			
Read			
Write			

List professional, trade, business or civic activities and offices held.

You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, disability, or other protected status.

References

Give name, address and telephone number of three references who are professional acquaintances and not related to you:

1. _____

2. _____

3. _____

Have you ever had any job-related training in the United States military? Yes No

If yes, please describe _____

Are you able to perform the essential functions of the job you are applying for? Yes No

Employment Experience

Begin with your present or most recent job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicated race, color, religion, gender, national origin, disability or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Start	End	
Job Title	Supervisor			
Reason for leaving:				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Start	End	
Job Title	Supervisor			
Reason for leaving:				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Start	End	
Job Title	Supervisor			
Reason for leaving:				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Start	End	
Job Title	Supervisor			
Reason for leaving:				

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications - List industry specific certifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applicants are being accepted at that time.

I hereby acknowledge that any employment relationship with this Company 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 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 the Company.

In the event of employment, I understand that false or misleading information given in my application interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

Do Not Write In This Area