



# APPLICATION FOR EMPLOYMENT

2500 DeMers Avenue, Grand Forks ND 58201  
Phone: (701) 772-6191 Fax: (701) 772-2195

Equal Opportunity Employer  
Smoke Free Environment

Print clearly: incomplete or illegible applications will not be processed.

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Current Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Position applying for: \_\_\_\_\_

Status applying for:       Full Time       Part Time       Temporary

Availability:               Weekdays       Weekends       Evenings

Please indicate hours you are available for work.

DAY	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
FROM							
TO							

Are you 18 years of age or older (21 for charitable gaming)?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

Are you eligible to work in the United States?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

Have you ever been employed by The Arc, Upper Valley?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

If Yes, When? From: \_\_\_\_\_ To: \_\_\_\_\_

Please note name if it was different during employment: \_\_\_\_\_

List names of relatives working for The Arc, Upper Valley or serving on the board of directors:

\_\_\_\_\_

Are you aware of any reason that you cannot perform essential functions of the job with or without reasonable accommodations?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, specify accommodation required: \_\_\_\_\_

## EMPLOYMENT EXPERIENCE HISTORY

List below all present and past employment, beginning with your most recent, going back at least 10 years.

<b>Name &amp; Address of Company:</b>	<b>Dates employed:</b>	<b>Reason for leaving:</b>	<b>Supervisor:</b>
Please note name if it was different during employment:			
Job Title:			
Summary of duties:			
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No Phone Number:			
<b>Name &amp; Address of Company:</b>	<b>Dates employed:</b>	<b>Reason for leaving:</b>	<b>Supervisor:</b>
Please note name if it was different during employment:			
Job Title:			
Summary of duties:			
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No Phone Number:			
<b>Name &amp; Address of Company:</b>	<b>Dates employed:</b>	<b>Reason for leaving:</b>	<b>Supervisor:</b>
Please note name if it was different during employment:			
Job Title:			
Summary of duties:			
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No Phone Number:			

Summarize any special skills, qualifications or personal experience related to the position for which you are applying:

## EDUCATION

School/College	Location	Did you graduate?	Degree or Major

## MOTOR VEHICLE INFORMATION

Do you have a current, valid driver's license?  Yes  No

Name on license: \_\_\_\_\_ License Type/Class: \_\_\_\_\_

DL#: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Any violation on your driving record over the past three years?  Yes  No

If yes, please describe: \_\_\_\_\_

Do you have automobile insurance on your vehicle?  Yes  No

## EMERGENCY INSTRUCTIONS

In case of an emergency, contact: Name: \_\_\_\_\_

Phone: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

## BACKGROUND CHECK

Have you ever been convicted a felony crime?  Yes  No

If so, give dates, offenses and disposition:

\_\_\_\_\_

*NOTE: A conviction does not necessarily disqualify you from employment.*

List any prior names used, other than those already listed on this application:

\_\_\_\_\_

List all states and counties of residence for the past 7 years:

\_\_\_\_\_

## REFERENCES

List three professional or personal references (excluding family members) that you have known for at least 1 year.

1. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Relationship: \_\_\_\_\_
  
2. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Relationship: \_\_\_\_\_
  
3. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

## APPLICANT'S STATEMENT

The Arc, Upper Valley is an equal opportunity employer and seeks to employ individuals based upon their qualifications, experience and ability to perform the position responsibilities. The Arc, Upper Valley will comply with applicable laws regarding nondiscrimination because of race, color, religion, sex, including pregnancy, sexual orientation, national origin, age, mental or physical disability, status with regard to marriage or public assistance, or participation in lawful activities off the employer's premises that are not in direct conflict with the essential business interests of the employer. The Arc, Upper Valley will provide reasonable accommodations to qualified employees and applicants with disabilities in conformity with state and federal law. All applicants can expect a fair and complete evaluation of their application.

I understand that The Arc, Upper Valley follows an "employment at will" policy, in that I or The Arc, Upper Valley, may terminate my employment at any time, or for any reason consistent with applicable state or federal law. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand that The Arc, Upper Valley will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named herein, except if so noted, to provide any information requested regarding educational background, work experience, achievements, wage history, performance, attendance, personal history, character, personality, disciplinary information, and reason for separation from former employment. I also hereby release The Arc, Upper Valley, from all liability for damages or claims which may arise or result from any reference information gathered pursuant to this authorization.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_