



## APPLICATION FOR EMPLOYMENT

The Arc of San Juan County does not discriminate on the basis of race, religion, creed, color, sex, age, national origin, disabilities or military status. The Arc of San Juan County complies with all applicable state and local laws governing nondiscrimination of employment.

**Please fill out completely**

Last Name	First Name	Middle Name
Street Address	City, State	Zip

If you have lived at the above address less than two years, please give us your previous address below:

Street Address	City, State	Zip
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Home Phone #	Cell Phone #	Work Phone #
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Position Desired	Full or Part Time <small>Circle one</small>	Hours preferred	Date available to begin work
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Do you realize it may be necessary for you to work a schedule based on our staffing needs?  Yes  No

How did you hear about the Arc of San Juan County?  Agency  Friend  Advertisement  Other

Are you at least 18 years of age?  Yes  No

Are you legally authorized to work in the United States and have documentation verifying that authority?  
 Yes  No

Have you ever been convicted of a felony or subjected to deferred adjudication?  Yes  No  
 If yes, explain in detail.

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Are you related to a current Arc of San Juan County employee?  Yes  No

## VOLUNTARY DISCLOSURE FOR SPECIALIZED SERVICES FOR PEOPLE WITH DISABILITIES

The Americans with Disabilities Act prohibits inquiries as to whether or not an individual has a disability or to the nature and extent of such a disability. However, other federal laws provide various benefits and services for people with disabilities, both veteran and non-veteran. THIS IS A VOLUNTARY DISCLOSURE AND THE DISABILITY INFORMATION IS NOT REQUIRED FOR PROVISION OF SERVICES BY THE ARC OF SAN JUAN COUNTY.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If so, who? \_\_\_\_\_

### EDUCATION

Name and Location of High School	Years Completed	Graduate?	Degree or Certificate
High School	9 10 11 12		
College/University	1 2 3 4	Graduate?	Degree or Certificate
Technical, GED or Other			

### EMPLOYMENT HISTORY

List past employment history starting with your present or recent employment.

1. Name and Address of Company	Telephone #	Supervisor		
Your Position	From Date	To Date	Wages	Reason for Leaving
What were your job duties?				

<b>2. Name and Address of Company</b>			Telephone #	Supervisor
Your Position	From Date	To Date	Wages	Reason for Leaving
What were your job duties?				

<b>3. Name and Address of Company</b>			Telephone #	Supervisor
Your Position	From Date	To Date	Wages	Reason for Leaving
What were your job duties?				

<b>4. Name and Address of Company</b>			Telephone #	Supervisor
Your Position	From Date	To Date	Wages	Reason for Leaving
What were your job duties?				

In Case of emergency – Contact \_\_\_\_\_  
Name Phone Number

Relationship to Applicant \_\_\_\_\_

**ARC SAN JUAN COUNTY-  
CRIMINAL BACKGROUND AUTHORIZATION**

The names of all prospective employees are cleared through background checks. A conviction may not disqualify you, but a false statement will.

The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.

I authorize any of the persons or organizations referenced in the above application to give you any and all information concerning my previous employment, education and any other information they might have, personal or otherwise, with regard to any of the subjects covered on this application. I release all such parties from all liability and from any damages which may result from furnishing such information.

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Signature

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Date