



For people with intellectual
and developmental disabilities

Vermilion

809 S. Severin St.
Erath, LA 70533
337-937-6113

Application for Employment

Instructions: Complete all necessary information. You may be asked to provide additional information on another form. This application will be kept on file up to six months. You must sign and date the application. PLEASE PRINT.

Name: _____ E-mail: _____

Home Phone #: _____ Cell Phone #: _____

Address: _____ City/State/Zip: _____

Do you have a valid driver's license? (All applicants must have a valid driver's license for all positions. A state ID or military ID will not be accepted.) YES ___ NO ___

Driver's License # _____ Social Security # _____

Position Applying For: _____ Location of Position: _____

Salary Requirements: _____

Referred By (check one):

Employee Newspaper Arc Website Other Website Word of Mouth Job Fair

Explain source of referral: _____

Have you ever APPLIED with Arc of Vermilion before? YES ___ NO ___

If yes, when and for what position? _____

Have you ever WORKED FOR Arc of Vermilion? YES ___ NO ___

If yes, please explain _____

Do you have any relatives that work for Arc of Vermilion? YES ___ NO ___

If so, provide names and relationships to you. _____

Are you currently working for another provider? Yes ___ NO ___

If yes, which provider? _____

Do you have a legal right to be employed in the U.S.? YES ___ NO ___ (If yes, proof is required)

Are you at least 21 years of age? YES ___ NO ___

Have you ever been convicted of a felony or misdemeanor, plead no contest to a felony or misdemeanor, or are you under indictment for a felony that was committed? YES _____ NO _____

If yes, please describe the nature of the crime(s), the date of the crime(s), city and state and the legal disposition of the case(s). _____

What are the days/hours that you are NOT able to work? _____

Describe any specialized training, skills or other additional information that may be helpful to us in considering your application _____

EDUCATIONAL BACKGROUND

What is your highest level of education (Check one):

H.S. Diploma GED Associate's Degree Bachelor's Degree Other: _____

High School Attended: _____ Last Grade Completed: _____

Vocational/Technical School Attended & Course of Study: _____

College/University Attended & Major: _____

PREVIOUS EMPLOYERS AND THEIR PHONE NUMBERS

(List most recent employer first)

1. Company Name: _____ Phone: _____

Company Location (City & State): _____

Job Title: _____ Job Duties: _____

Dates Worked ____/____/____ to ____/____/____ Pay Rate: _____

Check One: Currently Employed Quit Fired Laid Off Explain: _____

Supervisor: _____

2. Company Name: _____ Phone: _____

Company Location (City & State): _____

Job Title: _____ Job Duties: _____

Dates Worked ____/____/____ to ____/____/____ Pay Rate: _____

Check One: Currently Employed Quit Fired Laid Off Explain: _____

Supervisor: _____

3. Company Name: _____ Phone: _____

Company Location (City & State): _____

Job Title: _____ Job Duties: _____

Dates Worked ____/____/____ to ____/____/____ Pay Rate: _____

Check One: Currently Employed Quit Fired Laid Off Explain: _____

Supervisor: _____

If currently employed, may we contact your present employer for a reference? YES ____ NO ____

PERSONAL REFERENCES

(Other than family members or previous employers)

1. Name: _____ Day Phone: _____

Evening Phone: _____ Best time to call: _____

2. Name: _____ Day Phone: _____

Evening Phone: _____ Best time to call: _____

3. Name: _____ Day Phone: _____

Evening Phone: _____ Best time to call: _____

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, martial or veteran status, sexual orientation or any other legally protected status.

APPLICANT'S STATEMENT:

I certify that answers given 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, including a criminal history check, Motor Vehicle record/ drivers license check and checking of references. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization 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 that 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 this organization. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date