



## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION

Date	Name		
Address		Apt	Phone(s) (    ) (    )
City	State	Zip	E-mail:
Related to anyone in our employ? ____ YES    ____ NO	If YES, Name/Department		How did you hear about us?

### EMPLOYMENT DESIRED

Position	Date you can start	Salary desired
Are you employed now? ____ YES    ____ NO Expected Final Day:	If yes, may we contact your employer? ____ YES    ____ NO	Supervisor Name Phone
Have you ever applied to this agency before? <span style="float: right;">WHEN:</span>		

### EDUCATION

Education	Name / Location	Diploma, GED or Degree	Course of Study
High School			
College			
Trade/Business/Correspondence			

Subjects of special study/research work beneficial to our organization

What foreign language(s) do you speak? Write?

### REFERENCES (other than relatives, please provide at least one business individual reference)

Name	Phone Number	Occupation	Years Acquainted
1.			
2.			
3.			

**FORMER EMPLOYERS**  
**Please complete, even if submitting a resume.**  
 (List last employer first.)

<b>Dates Employed</b>	<b>Employer</b>	<b>Address</b>	<b>Phone</b>	<b>Salary &amp; Position</b>	<b>Reason for leaving</b>
From					
To					
From					
To					
From					
To					
From					
To					

**IN CASE OF EMERGENCY NOTIFY**

Name	Address	Phone(s)
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**APPLICANT'S STATEMENT**

**I authorize investigation of all statements contained in this application. I understand misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may be terminated at any time without previous notice by either myself or Chandler/Gilbert Arc.**

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**INTERVIEWER'S REMARKS**  
 (applicant do not write below this line)

Interviewer's Name	Date
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Remarks:

Hired:	Dept:	Position:	Start:
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**APPROVALS**

Interviewer		Date	
Director/Designee		Date	

## APPLICANT EEO INFORMATION

Please fill out the following section in order for Chandler/Gilbert Arc to comply with Equal Employment Opportunity laws. Completion of this form is voluntary. Chandler/Gilbert Arc is an Equal Employment Opportunity Employer and will not use this information for employment decisions. This information will be separated from your application and will be maintained in confidential files.

Name of Applicant: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Sex  Male  Female

Marital Status  Single  Married  Separated  Divorced  Widow(er)

*Check all that apply:*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Hispanic or Latino                        | <input type="checkbox"/> White             | <input type="checkbox"/> Black or African American |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander | <input type="checkbox"/> Asian             |  |
| <input type="checkbox"/> American Indian or Alaska Native          | <input type="checkbox"/> Two or more races |  |

**PRE-HIRE ACKNOWLEDGEMENT**

Could you establish you are authorized to legally work in the United States (I-9 Form.)? Yes  No

**You must meet the following minimum requirements to drive for the Agency:**

Do you have a valid AZ Driver's License? Yes  No

Have you had a clean driving record for the past 39 months? Yes  No

Are you at least 21 years old? Yes  No

Have you had at least 3 years of driving experience with a valid Driver's License? Yes  No

Do you have an out of state Driver's License? Yes  No

If so, would you be willing and able to obtain an Arizona license within 15 working days of being hired?  
Yes  No

I am aware I must be fingerprinted to ensure I do not have a criminal record (the cost of \$51.00 *will be deducted* from my pay in two (2) installments of \$25.50). Yes  No

**If I have a criminal record, I must state on the Criminal Record Self-Disclosure and am aware DES/DDD may DENY me a fingerprint card and I will not be able to work for this agency.** If you have a Fingerprint Card or application DPS will be contacted to check the status.

Do you have a high school diploma or a GED? (Employment requirement) Yes  No

Are you 18 years old or older? (Employment requirement) Yes  No

Do you want:  **40 hrs per week**  **Less than 40 hrs per week** (specify # of hours) \_\_\_\_\_

Check which of the following approximate schedules you are available to work (check all that apply):

**7:00am to 3:00pm**  **2:00pm to 10:00pm**  **10:00pm to 8:00am** (awake shift)

Are you available?  **M**  **Tues**  **W**  **Thurs**  **Fri**  **Sat**  **Sun**  **Holidays**

Check all work locations you are able to work at:  **Chandler**  **Gilbert**  **Mesa**

I understand and agree the Agency has the prerogative to change my schedule/site at any time in order to accommodate the needs of the persons we serve. Yes  No

I understand and agree to attend the mandatory training classes for 2-3 weeks during daytime hours (i.e. 8:00a.m.-4:30p.m.). Yes  No

I will provide Chandler/Gilbert Arc with three (3) references prior to hiring (other than a relative). Yes  No

I understand Chandler/Gilbert Arc is a drug free work place. Yes  No

I understand lifting may be required. Yes  No

**Major Benefits (for Full-time):**

Available immediately: <ul style="list-style-type: none"> <li>• Agency Paid Training</li> </ul>	After one (1) year: <ul style="list-style-type: none"> <li>• Paid Float Holiday</li> <li>• Tuition Assistance for job-related college classes</li> <li>• Retirement Plan</li> <li>• Life &amp; LTD Insurance</li> </ul>
After three (3) months: <ul style="list-style-type: none"> <li>• Medical/Dental/Vision insurance</li> <li>• Paid Holidays</li> <li>• Paid Time Off (PTO)</li> </ul>	

I have read and understand the Pre-Hire Acknowledgement.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date