



**The Arc of Amador and Calaveras**  
 75 Academy Drive, Sutter Creek, CA 95685  
 (209) 267-5978

**APPLICATION FOR EMPLOYMENT**

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

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Position applying for: \_\_\_\_\_ Date you can start: \_\_\_\_\_

Employed now?  Yes  No If yes, may we talk to your employer?  Yes  No

Referred by: \_\_\_\_\_

Employment Desired (choose one):  Full Time Only  Part Time Only  Full or Part Time

**EDUCATION**

	Name & Address Of School	Course Of Study	Number of Years Completed	Graduate (check)	Degree/ Diploma
<b>HighSchool/GED</b>					
<b>College</b>					
<b>Trade</b>					
<b>Other</b>					

If hired, can you submit proof you are over 18 years of age?  Yes  No

If an offer of employment is made, will you be able to provide verification of your legal right to work in the United States?  Yes  No

Do you have a current valid California Driver License?  Yes  No

Would you be able to provide proof of Automobile Insurance?  Yes  No

## EMPLOYMENT HISTORY

Provide a clear listing of your entire employment history, starting with present, or most recent. Also, include relevant unpaid or volunteer work experience. Explain all gaps in employment. Attach additional sheets if necessary.

Company: \_\_\_\_\_ Start date: \_\_\_\_\_ Leave date: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Start date: \_\_\_\_\_ Leave date: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Start date: \_\_\_\_\_ Leave date: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Start date: \_\_\_\_\_ Leave date: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## QUALIFICATIONS

Briefly describe your qualifications for the position (include computer skills, trainings, certifications):

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Having read the Job Description for the position you are applying, do you feel you are able to perform the essential functions of the job with the physical demands as stated, with or without accommodation?

*Please explain:*

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## REFERENCES

List three references, who are not family members, able to give information about your character and ability to perform this job.

Name/Company	Address	Phone	Relationship	Years Known

In case of emergency, notify (name, address, phone #): \_\_\_\_\_

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The Arc of Amador and Calaveras operates a drug and alcohol free workplace. All job applicants must pass a drug and alcohol screening prior to employment.

We appreciate your interest in The Arc of Amador and Calaveras. The Arc of Amador and Calaveras is an Equal Opportunity Employer with a commitment to provide equal opportunity for all and will not discriminate on the basis of race, color, national origin, gender, sexual orientation, gender identification, marital status, religion, age, disability or any other basis protected by applicable federal, state or local laws.

**Please read carefully:**

**Initial Each Paragraph and Sign Below**

I hereby certify that I have not knowingly withheld any information sought on this application and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge, if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_  
**Initials**

I hereby authorize The Arc of Amador and Calaveras to thoroughly investigate my references, work record, education and other matters related to my suitability for employment unless otherwise specified. I release from all liability all persons, companies, and corporations supplying such information. I indemnify The Arc of Amador and Calaveras against any liability which might result from making such an investigation.

\_\_\_\_\_  
**Initials**

I understand that nothing contained in the application, or conveyed during any interview which may be granted is intended to create an employment contract between me and The Arc of Amador and Calaveras for either employment or for the providing of any benefit. No promises of employment have been to me and I understand that so such promise or guarantee is binding upon The Arc unless made in writing. In addition, I understand and agree that if I am hired, my employment is for no definite or determinable period.

\_\_\_\_\_  
**Initials**

I understand that my performance at The Arc of Amador and Calaveras will be assessed in part on my ability to function in a team-oriented environment.

\_\_\_\_\_  
**Initials**

I understand that if my job involves driving I will be expected to maintain an active California Driver's License and must have/maintain a driving record that is deemed acceptable by The Arc of Amador and Calaveras.

\_\_\_\_\_  
**Initials**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date