

Northeast Arc

64 Holten Street
Danvers, MA 01923
www.ne-arc.org

Application For Employment

Northeast Arc considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status or veteran status, sexual orientation, or any other legally protected status.

Please Print

Last Name	First	Middle	Date
Street Address			Home Telephone
City	State	Zip	Cell Phone
Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Month and Year Location			E-mail Address
Are you currently authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Proof of eligibility will be required at hire.			
Check which shift you will accept: <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Overnight <input type="checkbox"/> Weekends Specify Shift Hours:			Position Applied For
Check which employment status you will accept: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Relief (No Benefits)			When are you available to start?

Education

Check highest grade completed:															
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12				
If you did not complete high school. Do you have a high school equivalency diploma?															
<input type="checkbox"/> Yes <input type="checkbox"/> No															
Check number of years of post high school education:															
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7									
<u>Name and Location of Institution</u>		<u>Dates Attended</u>		<u>Degree Received</u>		<u>Major or Specialty</u>									
1.															
2.															
3.															
Certifications				<input type="checkbox"/> First Aid				<input type="checkbox"/> CPR				<input type="checkbox"/> MAPS			
Expires _____				Expires _____				Expires _____							

Work Experience

Name of employer	Telephone
Street Address	
City State Zip	
Job Title	Dates of employment From: _____ To: _____
Job Responsibilities	Immediate supervisor
Reason for leaving	Salary

Work Experience

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Street Address	
City State Zip	
Job Title	Dates of employment From: _____ To: _____
Job Responsibilities	Immediate supervisor
Reason for leaving	Salary

References

List your last three supervisors as references below

Name	Address	Telephone	Supervisor
Name	Address	Telephone	Supervisor
Name	Address	Telephone	Supervisor

Certification

I hereby certify that all entries are true and complete and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of any employment with the Northeast Arc. I understand that all information on this application is subject to verification and I consent to criminal histories background checks. I also consent that you may contact references, former employers and educational institutions listed regarding this application and hereby release the Northeast Arc from any liability as a result of such contact.

Signature of applicant

Date

If a Northeast Arc employee referred you, print name of employee: _____