



# The Arc of Cumberland & Perry Counties Employment Application

71 Ashland Avenue \* Carlisle, PA 17013 \* (717) 249-2611 \* www.cparc.org

## Equal Employment Opportunity Policy

It is the policy of CPARC to seek and employ the best qualified personnel in all of its facilities. Applicants are considered for all positions without regard to race, color, religion, sex, age, national origin, marital status, disability or veteran status. Reasonable accommodations will be made for otherwise qualified individuals with disabilities. CPARC is a drug-free workplace and drug tests applicants for employment.

Name		Social Security Number			Application Date
Present Address		City	State	Zip	Telephone Number ( )
Position Applied For		Earliest Date Available		Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Check One	

Are you 18 years of age or older? Yes  No  Employed here before? Yes  No  Date \_\_\_\_\_

Do you have any friends or relatives working here, if so, provide name. \_\_\_\_\_

Name of Person to be Notified in Emergency: \_\_\_\_\_

Address \_\_\_\_\_

Telephone # ( ) \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Are you employed now? Yes  No  May we contact your current employer? Yes  No

Do you have access to a car? Yes  No  Can you use this car in the course of your work day? Yes  No

Do you have a valid drivers license? Yes  No  Drivers License # \_\_\_\_\_

State \_\_\_\_\_

List any moving violations or accidents within the past 3 years. \_\_\_\_\_

Have you ever had your operators license revoked for any reason? Yes  No

Have you lived in Pennsylvania for at least the past 2 years? Yes  No

Are you legally eligible to be employed in the United States? Yes  No

Have you ever been convicted of a felony or misdemeanor that has not been sealed, expunged or annulled? Yes  No

If yes, explain when and the nature of offense. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you able (even if you would require an accomodation) to perform the duties of the job for which you are applying?  
Yes  No  (Job descriptions are available for specific details of each job)

**EDUCATION HISTORY**

Type of School	Name/Address	Did You Graduate?	Course/Major/ Degree
<b>High School</b>			
<b>College</b>			
<b>Other</b>			

List special skills and qualifications acquired from previous employment or other expertise which should be considered in reviewing this application: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**For Association Use Only**

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY: (Complete all sections. Do not write "See Resume")**

Current or most recent job:

Employer:		Job Title:
Address:	Phone#:	Summary of Work:
Date Started:	Date Left:	
Earnings: Start:	End:	
Supervisors Name and Title:		
Reason for Leaving:		

Employer:		Job Title:
Address:	Phone#:	Summary of Work:
Date Started:	Date Left:	
Earnings: Start:	End:	
Supervisors Name and Title:		
Reason for Leaving:		

Employer:		Job Title:
Address:	Phone#:	Summary of Work:
Date Started:	Date Left:	
Earnings: Start:	End:	
Supervisors Name and Title:		
Reason for Leaving:		

Use this space to explain any gaps in work history: \_\_\_\_\_  
 \_\_\_\_\_

**3 PERSONAL REFERENCES (Not Former Employees or Relatives)**

Name and Occupation	Address	Telephone

**Please Read Carefully  
 Applicant Certification and Agreement**

If employed, I agree to comply with the rules and regulations of CPARC. I affirm that all statements and answers are true and correct to the best of my knowledge and that I have not knowingly withheld any information that would affect my application unfavorably. I authorize CPARC to conduct any necessary and reasonable investigation with respect to my application, and release CPARC, my former employers and personal references from any liability for damage caused by giving or receiving information or opinions as to my employment or character. It is understood that any false statement may be considered sufficient cause for rejection, or dismissal if employed. Further, I understand that my employment is not for any specified period and may be terminated by either party for any reason, or no reason at all. I agree to submit to a physical examination and to drug testing now, and in the future, as required by policy. I understand that any job offer is conditional upon passing a physical exam and obtaining a negative result to a drug test, and that a positive drug test will disqualify me from employment. This application will remain active for consideration for 180 days.

Signed \_\_\_\_\_ Date \_\_\_\_\_



## Affirmative Action Information Form

Qualified applicants are considered without regard to race, color, creed, religion, sex, national origin, age, marital status, veteran status or disability. Reasonable accommodations will be made for otherwise qualified individuals with disabilities.

In order to help us comply with Federal/State equal employment opportunity and affirmative action record keeping and report requirements, please answer the questions listed below. Refusal to complete this page will not affect eligibility for employment.

This information will be separated from the application form upon receipt, and will be kept in a confidential file separate from the Employment Application.

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

Position (s) applied for: \_\_\_\_\_

**Referral Source:**

Advertisement (Where) \_\_\_\_\_

Word of Mouth (Who) \_\_\_\_\_

Employment Agency \_\_\_\_\_

Internet/CPARC Web Site \_\_\_\_\_

TV/Radio Commercial \_\_\_\_\_

Other (specify) \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle)

Sex:  Female  Male

Race/Ethnic Group:  White (not Hispanic or Latino)  Black or African American (not Hispanic or Latino)  
 Hispanic or Latino  American Indian or Alaskan Native (not Hispanic or Latino)  
 Asian (not Hispanic or Latino)  Hawaiian or Pacific Islander (not Hispanic or Latino)  
 Two or More Races (not Hispanic or Latino)

Check if any of the following are applicable:

- Vietnam Era Veteran  Newly Separated Veteran  Disabled Veteran  
 Other Protected Veteran  Disabled Individual  
(See the Personnel Office for details about these categories)