

# WATERBURY ARC INC.

Employment Application



## APPLICANT INFORMATION

|   |                              |                             |  |                              |                             |  |                  |      |  |
|---|------------------------------|-----------------------------|--|------------------------------|-----------------------------|--|------------------|------|--|
| Last Name                               |                              |                             |  | First                        |                             |  | M.I.             | Date |  |
| Street Address                          |                              |                             |  |                              |                             |  | Apartment/Unit # |      |  |
| City                                    |                              |                             |  | State                        |                             |  | ZIP              |      |  |
| Phone                                   |                              |                             |  | E-mail Address               |                             |  |                  |      |  |
| Date Available                          |                              |                             |  | Social Security No.          |                             |  | Desired Salary   |      |  |
| Position Applied for                    |                              |                             |  |                              |                             |  |                  |      |  |
| Are you a citizen of the United States? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, are you authorized to work in the U.S.? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |  |                  |      |  |
| Have you ever worked for this company?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If so, when?                                   |                              |                             |  |                  |      |  |

## EDUCATION

|             |  |    |  |                   |                              |                             |        |  |  |
|-------------|--|----|--|-------------------|------------------------------|-----------------------------|--------|--|--|
| High School |  |    |  | Address           |                              |                             |        |  |  |
| From        |  | To |  | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |  |  |
| College     |  |    |  | Address           |                              |                             |        |  |  |
| From        |  | To |  | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |  |  |
| Other       |  |    |  | Address           |                              |                             |        |  |  |
| From        |  | To |  | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |  |  |

## REFERENCES

*Please list three professional references.*

|           |  |  |  |              |  |  |  |  |  |
|-----------|--|--|--|--------------|--|--|--|--|--|
| Full Name |  |  |  | Relationship |  |  |  |  |  |
| Company   |  |  |  | Phone        |  |  |  |  |  |
| Address   |  |  |  |              |  |  |  |  |  |
| Full Name |  |  |  | Relationship |  |  |  |  |  |
| Company   |  |  |  | Phone        |  |  |  |  |  |
| Address   |  |  |  |              |  |  |  |  |  |
| Full Name |  |  |  | Relationship |  |  |  |  |  |
| Company   |  |  |  | Phone        |  |  |  |  |  |
| Address   |  |  |  |              |  |  |  |  |  |

| PREVIOUS EMPLOYMENT  |    |                    |
|--|----|--------------------|
| Company  |    | Phone              |
| Address  |    | Supervisor         |
| Job Title  |    |                    |
| Responsibilities   |    |                    |
| From   | To | Reason for Leaving |
| May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/> |    |                    |
| Company  |    | Phone              |
| Address  |    | Supervisor         |
| Job Title  |    |                    |
| Responsibilities   |    |                    |
| From   | To | Reason for Leaving |
| May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/> |    |                    |
| Company  |    | Phone              |
| Address  |    | Supervisor         |
| Job Title  |    |                    |
| Responsibilities   |    |                    |
| From   | To | Reason for Leaving |
| May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/> |    |                    |

| MILITARY SERVICE                 |                          |
|----------------------------------|--------------------------|
| Branch                           | From                  To |
| Rank at Discharge                | Type of Discharge        |
| If other than honorable, explain |                          |

**DESCRIBE ANY SPECIAL TRAINING, LICENSES, CERTIFICATES, COMPUTER SKILLS, ETC. RELATED TO THE JOB FOR WHICH YOU ARE APPLYING.** Proof of such will be required upon a conditional offer of employment.

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**IN CASE OF AN EMERGENCY PLEASE NOTIFY:**

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NAME, PHONE AND RELATIONSHIP

**POLICY OF THE WATERBURY ARC INC.**

The Waterbury Arc Inc. does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her race, color, religious creed, national origin, ancestry, age, gender, marital or civil union status, veteran status, disability, sexual orientation or any other protected status under federal or state law. The Waterbury Arc Inc. likewise does not tolerate harassment include but not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name calling, negative stereotype, possession or display of derogatory pictures or other graphic materials, and other words or conduct that demean, stigmatize, intimidate, or single out a person because of his or her membership in a protected category. Harassment of our clients and employees are strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The Waterbury Arc Inc. takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date



**AT-WILL EMPLOYMENT DISCLAIMER AND APPLICANT’S AGREEMENT AND CERTIFICATION**

I certify that the answers given in this application are true to the best of knowledge.

I understand that the use of this application form does not indicate that there are any positions open and does not in any way obligate the Waterbury Arc Inc.

I understand that should I be granted an interview, no representatives that may be made at the interview are to be construed as creating an obligation, promise or contact on behalf of the Waterbury Arc Inc. Further, in consideration of my employment, I agree to conform to the policies and procedures of the Waterbury Arc Inc., as they may from time to time be implemented and revised, and that, subject to any applicable agreement, my employment and compensation can be terminated with or without cause, and with or without notice, at any time, for any lawful reason or for no reason at all at the option of either the Waterbury Arc Inc. or myself. I understand that no supervisor, manager or employee of the Waterbury Arc Inc. has the authority to make a commitment of guaranteed or continuing employment to me, and no document or publication of the Waterbury Arc Inc. should be interpreted to make such guarantee.

I understand that false or misleading information given on my application, resumes, interview(s), or during employment may result in the withdrawal of a job offer or disciplinary up to and including termination of employment, whenever the omission or falsehood is discovered.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I may be subject to a drug test and/or a medical examination that I must pass before I commence work.

I have read, understand and agree to the foregoing.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_



**AUTHROIZATION TO COLLECT BACKGROUND INFORMATION**

I have applied for employment with the Waterbury Arc Inc. I authorize investigation of all statements contained in my application for employment as may be necessary in arriving an employment decision. I authorize representatives of the Waterbury Arc Inc. to obtain pertinent information from my previous employers, references, and other persons with knowledge of my work history and background, education, regulatory or police records, driving records, licensing status or professional designation, and character or reputation, and to consider the information provided by the background check when making decisions regarding my employment with the Waterbury Arc Inc.

I authorize all previous employers, references or other persons having knowledge of my record or myself to release such information to the Waterbury Arc Inc., and hereby release all persons from liability for any damage that my result from furnishing such information to the Waterbury Arc Inc.

A photocopy of this authorization may be accepted in lieu of the original.

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

Print Name: \_\_\_\_\_

Print Former Name(s): \_\_\_\_\_



## CRIMINAL BACKGROUND CHECK

**NOTE: THIS PORTION OF THE APPLICATION WILL ONLY BE REVIEWED BY MEMBERS OF THE HUMAN RESOURCES DEPARTMENT (OR THE PERSON(S) IN CHARGE OF EMPLOYMENT) AND ANYONE INVOLVED IN INTERVIEWING THE APPLICANT.**

It is the policy of the Department of Developmental Services (DDS) that a documented review of a criminal history record is required for all new employees who will have direct and ongoing contact with individuals who receive services or supports from the Department of Developmental Services. Such review and documentation shall be completed before a final offer of employment is extended.

This procedure describes the requirements of the Department of Developmental Services that all individuals or family members who hire their own employees for residential or day supports under an Agreement for Self-Directed Services shall follow. The requirements outlined in this procedure must be completed before an offer of employment is extended.

DDS Policy number II.D.POL.006 Criminal History Verification

I understand that this information will be used only for employment purposes under State and Federal Law.

Applicant's signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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



**NOTICE TO APPLICANTS REGARDING PRE-EMPLOYMENT DRUG TESTING**

Any individual applying for employment with the Waterbury Arc Inc. shall submit a urinalysis drug test as a mandatory part of the employment application process. This notice serves as a written statement of the Waterbury Arc Inc.'s intention to conduct such testing as part of the application process. The testing will be conducted by a certified laboratory/ testing service selected by the Waterbury Arc Inc., in accordance with the procedures required by applicable state and federal regulations.

Additionally, the Waterbury Arc Inc. requires successful completion of a urinalysis drug test if it has reasonable suspicion that an employee is under the influence of drugs or alcohol which adversely affects or could potentially adversely affect the employee's job performance. The Waterbury Arc Inc. requires all employees to undergo periodic random urinalysis drug testing.

Tested applicants will be given a copy of any positive test result. All test results shall be considered confidential by the Waterbury Arc Inc. and shall not be disclosed to the employees of the Waterbury Arc Inc. or any other person, other than those persons for whom such disclosure is necessary. Positive test results, or refusal to sign this consent form and participate in drug testing, shall be grounds for denial of employment. Arrangements for testing will be made by a representative of the Waterbury Arc Inc. in consultation with each applicant. Cooperation in scheduling the testing is important for processing an application.

By signing below, you consent to be drug tested and acknowledge you have thoroughly read the foregoing notice and policy, and you understand and agree that in order to be considered for employment with the Waterbury Arc Inc., you will comply in full with the Waterbury Arc Inc.'s drug testing policy.

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

Print Name: \_\_\_\_\_



**PRE-EMPLOYMENT REVIEW OF REQUIRED DOCUMENTATION AND INTERVIEW TO ASSESS SKILLS AND ABILITIES**

Interviewer:

Date Interviewed:

Findings: