

Application for Employment



Please Print

Arcadian Services is an equal opportunity employer. Arcadian does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected law.

Personal Information

Name

Address

Telephone Cell/Other/Phone # E-mail Address

Position(s) applied for Employment desired Part-Time Full-Time

Will you relocate if job requires? Yes No Educational Co-op Seasonal Temporary

Will you travel if job requires? Yes No Date available for work: _____

Can you work any shift? Yes No What is your desired salary range or hourly rate of pay?

If no, explain: _____ \$ _____ Per _____

Can you work overtime, including weekends? Yes No May we contact you at work? Yes No

Are you at least 18 years or older? Yes No Best time to call _____ AM / PM

(if no, you may be required to provide authorization to work.) If yes, work number: _____

If necessary, best time to call you at home is: _____ AM / PM

Have you submitted an application here before? Yes No If yes, give date(s) and position(s): _____

Have you ever been employed here before? Yes No If yes, give dates From _____ To _____

Have you ever been bonded? Yes No Have you ever been convicted of a felony? Yes No

Have you ever been terminated from employment or asked to resign by an employer? Yes No

If yes, please provide company name and details: _____

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No

Have you entered into an agreement with any former employer or other party (such as a non-competition agreement) that might, in any way, restrict your ability to work for our company? Yes No

Referral Source (Please check the appropriate category and name the source.)

- | | | |
|--|-------------------------------------|--|
| Walk-In <input type="checkbox"/> | School <input type="checkbox"/> | Advertisement <input type="checkbox"/> |
| Employee <input type="checkbox"/> | Job Fair <input type="checkbox"/> | Staffing Agency <input type="checkbox"/> |
| Company's Website <input type="checkbox"/> | Government <input type="checkbox"/> | Other/Internet <input type="checkbox"/> |
| Employment Agency <input type="checkbox"/> | Other: _____ | |

Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone #	Dates employed:		to
Street Address	City	Compensation (Starting)		
Starting job title/final job title	State	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary	\$	per
Immediate supervisor and title (for most recent position held)	Commission/Bonus/Other Compensation \$			
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Compensation (Final)			
Why did you leave?	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary	\$		per
Summarize the type of work performed and job responsibilities.	Commission/Bonus/Other Compensation \$			
What did you like most about your position?				
What were the things you liked least about the position?				

Employer	Telephone #	Dates employed:		to
Street Address	City	Compensation (Starting)		
Starting job title/final job title	State	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary	\$	per
Immediate supervisor and title (for most recent position held)	Commission/Bonus/Other Compensation \$			
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Compensation (Final)			
Why did you leave?	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary	\$		per
Summarize the type of work performed and job responsibilities.	Commission/Bonus/Other Compensation \$			
What did you like most about your position?				
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Immediate supervisor and title (for most recent position held)	Commission/Bonus/Other Compensation \$			
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Compensation (Final)			
Why did you leave?	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary	\$		per
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Why did you leave?	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary	\$		per
Summarize the type of work performed and job responsibilities.	Commission/Bonus/Other Compensation \$			
What did you like most about your position?				
What were the things you liked least about the position?				

Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability. _____

If not addressed on previous page, have you ever been fired or asked to resign from a job? Yes No

If **yes**, please explain: _____

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

<input type="checkbox"/> Word Processing	_____	Years:	_____	<input type="checkbox"/> Electrical	_____	Years:	_____
<input type="checkbox"/> Spreadsheet	_____	Years:	_____	<input type="checkbox"/> Plumbing	_____	Years:	_____
<input type="checkbox"/> PLC Skills	_____	Years:	_____	<input type="checkbox"/> AR/AP	_____	Years:	_____
<input type="checkbox"/> E-mail	_____	Years:	_____	<input type="checkbox"/> Other	_____	Years:	_____

Educational Background

Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certificate <input type="checkbox"/> Other		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certificate <input type="checkbox"/> Other		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certificate <input type="checkbox"/> Other		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certificate <input type="checkbox"/> Other		

References

Name	Title	Relationship to You	Telephone	Number of Years Known

Related Information

Do you belong to any professional, trade, business or civic organizations that deal with the position for which you are applying? Yes No
If yes, please explain and list offices held: (Omit any organization which reflects your race, color, religion, age, sex, sexual orientation, marital status, or disabilities.)

Organization	Offices Held

List special accomplishments, publications, awards, etc.
(Omit any information which reflects your race, color, religion, age, sex, sexual orientation, marital status, or disabilities.)

In your current or a prior job, have you ever written instructions or directions to be followed by employees or customers?
 Yes No Not Applicable

If yes, please explain: _____

Is there any other job-related information you want us to know about you? _____

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, résumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

This Company 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 sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly. I further understand & acknowledge that the Company records all phone calls, monitors with use of recorded closed-circuit television systems and uses computer monitoring systems, to insure an efficient & safe work environment. All employees are subject to Drug Testing prior to employment and throughout their employment.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____

THIS APPLICATION IS VALID ONLY FOR 30 DAYS FROM THE DATE ABOVE