



The Arc of Volusia, Inc.

100 Jimmy Huger Circle, Daytona Beach, FL 32117 (t) 386-274-4736 (f) 386-274-1222

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. **WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

(Please Print)

Position(s) applied for: _____		Date of Application: _____/_____/_____	
How did you learn about The Arc of Volusia?			
Newspaper Advertisement: (Specify) _____			
Current/Former Employee: _____			
Referred by: _____			
Website: _____			
Other (Specify): _____			
Last Name		First Name	Middle Name
Address Number/Street		City	State
		Zip Code	
Telephone Number(s)		Email Address	

If you are under 18 years of age, can you provide required proof of your eligibility to work?
Yes ___ No ___ N/A ___

Have you ever filed an application with us before? Yes ___ No ___

Have you ever been employed by us before? Yes ___ No ___
If yes, give date: _____

Are you currently employed? Yes ___ No ___

May we contact your present employer? Yes ___ No ___

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *Proof of citizenship or immigration status will be required upon employment.*
Yes ___ No ___

Date available for work: _____ Expected salary range: _____

Type of work desired: _____

Full-time: Yes ____ No ____ Part-time: Yes ____ No ____

Provisional (as needed/ as available) Yes ____ No ____

Please list your days and hours of availability:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:	From:	From:	From:	From:	From:	From:
To:	To:	To:	To:	To:	To:	To:

Please check desired shift(s):

Daylight Afternoon/Evening Overnight Block Weekend

Indicate any shifts you are unable to work: _____

DRIVER'S LICENSE AND VEHICLE REQUIREMENTS

Many positions, especially those directly working with the individuals we support, *may* require the following:

Do you have a valid FL driver's license? Yes ____ No ____

Do you have a properly insured vehicle available for work related use? Yes ____ No ____

CLEARANCES

All positions at The Arc of Volusia require clearances and background screenings. Some positions require a FBI Clearance.

Have you been convicted of any crime? Yes ____ No ____

If yes, please give date(s) and explain: _____

Have you been convicted of any child abuse related crime? Yes ____ No ____

If yes, give date(s) and explain: _____

A conviction will not necessarily exclude an applicant from employment consideration.

REFERENCES

Please list three professional references that can provide an employment related reference. **Do not include personal/character references such as relatives or friends.**

Name	Your Professional Relationship	Daytime Phone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

EDUCATION

	Name/Address of School	Course of Study	# of Years Completed	Type of Diploma/Degree
High School				
Undergraduate College				
Graduate/ Professional				
Military Service				
Other (Specify)				

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other professional trade or business activities.

State any additional information you feel may be helpful to use in considering your application.

EMPLOYMENT HISTORY

Start with your present or most recent job. Include all jobs held regardless of length of service. Include any job-related military service assignments and volunteer activities. You may exclude organizations, which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed: (Month/Year) From: To:	Describe Your Responsibilities:
Address		
Phone Number	Hourly Rate/ Salary:	
Your Job Title	Starting:	
Supervisor	Final:	

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Phone Number	Hourly Rate/ Salary:	
Your Job Title	Starting:	
Supervisor	Final:	

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Phone Number	Hourly Rate/ Salary:	
Your Job Title	Starting:	
Supervisor	Final:	

Please explain any gaps in your employment history. Give dates and reason for unemployment:

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the essential functions involved in the job for which you have applied?

Yes ____ No ____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete on this application.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, including contacting previous employers.

This application for employment shall be considered active for a period of time not to exceed six months. I understand that I will be considered for positions for which I may qualify but my application does not guarantee an interview will result.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date