



# The Arc of Baltimore

7215 York Rd. \* Baltimore, MD \* 21212 \* (443-279-1225 \* Fax (410) 296-6891 \* TTY (410) 296-6372 \* [www.arcofbaltimore.org](http://www.arcofbaltimore.org)

## APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

It is the Arc of Baltimore's policy to select new employees and to promote current employees based upon qualifications without regard to race, creed, religion, disability, color, sex, national origin, age, marital status, political opinion or sexual orientation.

**Instructions:** Please complete all sections. Failure to do so could delay the processing of your application. We will review your qualifications and will make every effort to contact you as quickly as possible. Please **do not call** to check status of application.

[Candidates will also need to complete the Reference Check Form.](#)

<b>PERSONAL (Please print or type)</b>			
Name:	Last	First	M. I.
Home Address:	Street	City	State Zip Code
Telephone:	Home ( )	Work ( )	Cell ( )
E-mail address			
What prompted you to make this application? Referred by (Name):		Salary/Wage Requirements:	
How did you hear about The Arc of Baltimore? _____		Position desired _____	
Have you ever been employed by The Arc of Baltimore? <input type="checkbox"/> Yes <input type="checkbox"/> No		Availability _____	
If so, Date Employed From : To:		Work Preference: <input type="checkbox"/> Day <input type="checkbox"/> Full-Time <input type="checkbox"/> Summer <input type="checkbox"/> Night <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Evening <input type="checkbox"/> Substitute	
What department _____		Are you willing to work shifts? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you willing to work weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any relatives employed by The Arc of Baltimore? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, give name and relationship:			
Do you possess a valid motor vehicle operator's license? <input type="checkbox"/> Yes <input type="checkbox"/> No Type/Class _____ State _____			
How many years have you been driving. _____			
Have you ever been convicted of a felony or misdemeanor? ___ Yes or No ___ If yes, please describe below: _____ _____ _____			
<b>CERTIFICATION/LICENSES</b>			
(Include active technical /professional certifications and licenses and numbers, academic or professional awards, etc.) _____ _____			
<b>Please Check any Technical /Professional Licenses you have:</b> ___ First Aid ___ CPR ___ CNA ___ GNA ___ RN ___ LPN ___ CMT ___ LGSW ___ LCSW ___ LCSW-C			

EDUCATION				
Education	Name	City /State	Course of Study	Diploma/GED or Degree
High School				
GED				
Vocational/Trade				
College				
Graduate				

**Employer (Most Recent First) past seven years of employment history**

Employer /Address	<b>FROM:</b> ____/____ Month Year  <b>To:</b> ____/____ Month Year  <b>Rate of Pay:</b> _____ Hourly/Annually	Supervisor Name  <b>May we Contact</b> ___ Yes or No ___  <b>Phone:</b> _____	Position Held	Reason for Leaving
Employer /Address	<b>FROM:</b> ____/____ Month Year  <b>To:</b> ____/____ Month Year  <b>Rate of Pay:</b> _____ Hourly/Annually	Supervisor Name  <b>May we Contact</b> ___ Yes or No ___  <b>Phone:</b> _____	Position Held	Reason for Leaving
Employer /Address	<b>FROM:</b> ____/____ Month Year  <b>To:</b> ____/____ Month Year  <b>Rate of Pay:</b> _____ Hourly/Annually	Supervisor Name  <b>May we Contact</b> ___ Yes or No ___  <b>Phone:</b> _____	Position Held	Reason for Leaving

**References ( Professional Only) Manager, Supervisor, Co-Worker**

Name	Position/Title	Years Known	Relationship	Telephone Number
1.				
2.				
3.				

The Arc of Baltimore is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, gender, sexual orientation, marital status, national origin, disability or handicap, or veteran status. This application for employment is good for 60 days only. Consideration for employment after 60 days requires a new application.

**I certify that all answers given by me are true, accurate and complete; I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) may be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.**

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation.

No representative or agent of The Arc of Baltimore has the authority to enter into any agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other term or condition of employment other than in a document signed by the Executive Director, or to make any agreement contrary to the foregoing.

I understand that to be eligible for employment, I must be a citizen or national of the United States, an alien lawfully admitted for permanent residence, or an alien authorized by the immigration and Naturalization Service to work in the United States. I further understand that to be employed by the Arc of Baltimore, I will be required to present evidence

of my identity and employment eligibility that are genuine and relate to me and that Federal Law provides for imprisonment and/or fine for any false statements or use of false documents in connection with my eligibility verification.

I understand as a condition of my employment, I will be subject to a criminal background investigation, drug test and physical examination.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

**Under Maryland law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100.00.**

Signature

Date