



ARCH IS AN EQUAL OPPORTUNITY/DRUG-FREE EMPLOYER

We are an equal opportunity employer and do not discriminate against any applicant because of race, color, religion, sex, national origin, disability, sexual orientation, marital status, veteran status, or any other legally protected group.

Application for Employment

Please print clearly in ink.

Today's Date: _____

PERSONAL DATA

Name: Last _____ First: _____ M.I. _____

Current address: _____ How Long: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

Position desired: _____

Social Security Number: _____

Have you applied here before: _____ Yes _____ No

Have you ever been convicted of a crime? _____ Yes _____ No

If so, explain: _____

In case of emergency, please contact: Name: _____ Phone: _____

EMPLOYMENT DATA

Date available for work: _____ Total hours available per week: _____

Type of hours _____ Full Time _____ Part Time _____ Days _____ Nights

Will you work overtime, if necessary: _____ Yes _____ No

Will you work midnight to 8 am and/or holidays, if needed: _____ Yes _____ No

Education

High School: Name: _____

City: _____ State: _____

Circle highest grade completed: High School: 9 10 11 12 College: 13 14 15 16 17

Circle: _____ Diploma or GED

College: Name: _____

Degree Conferred: _____

Work Experience

(Start with present position and work back)

1. Current Employer: _____ Type of Business: _____

Address: _____ City: _____ State: _____ Zip: _____

Immediate Supervisor: _____ Title: _____ Phone: () _____

Employment Dates: From: _____ To: _____

Salary: _____ Reason for Leaving: _____

List job title, duties and responsibilities:

2. Previous Employer: _____ Type of Business: _____

Address: _____ City: _____ State: _____ Zip: _____

Immediate Supervisor: _____ Title: _____ Phone: () _____

Employment Dates: From: _____ To: _____

Salary: _____ Reason for Leaving: _____

List job title, duties and responsibilities:

3. Previous Employer: _____ Type of Business: _____
Address: _____ City: _____ State: ___ Zip: _____
Immediate Supervisor: _____ Title: _____ Phone: () _____
Employment Dates: From: _____ To: _____
Salary: _____ Reason for Leaving: _____

List job title, duties and responsibilities:

4. Previous Employer: _____ Type of Business: _____
Address: _____ City: _____ State: ___ Zip: _____
Immediate Supervisor: _____ Title: _____ Phone: () _____
Employment Dates: From: _____ To: _____
Salary: _____ Reason for Leaving: _____

List job title, duties and responsibilities:

**ACCOUNT FOR YOUR TIME DURING ANY INTERVALS OF
UNEMPLOYMENT OTHER THAN THOSE WHEN YOU WERE ATTENDING
SCHOOL OR IN SERVICE:**

Dates:

Explain:

May we contact your present employer? ___ Yes ___ No

May we contact your previous employer(s) ___ Yes ___ No

Describe any special training you may have received that would aid you in the position you are applying for:

What are your plans for the future?

What is your approximate salary requirement? _____

Please list three professional references (with contact information) who can speak to your abilities in the workplace:

Name	Relationship to You	Phone #	E-mail

By signing this application, I certify: That this application is complete and accurate to the best of my knowledge and that I have not made any attempt to conceal information and that falsification could be cause for dismissal. Further, ARCH or its agents may request employment information from my previous employers and persons or corporations who provide information related to my previous employment and will be released from any liability or damage. Also, I agree if required, to undergo an initial drug test administered by ARCH and approval of results must be obtained before employment can be effected. Random drug testing may be done periodically. I have noted that ARCH is an Equal Opportunity Employer and applicants receive lawful consideration for employment without regard to Race, Religion, Color, Sex, Age, National origin, Disability, or Veteran Status. I realize that if I am hired, Trust House reserves the right to terminate my employment whenever the need arises.

Applicant's Signature

Date: _____

INTERNAL USE ONLY

DATE: ACTION:

