



*Achieve with us.*

Employment Application  
An Equal Opportunity Employer  
Note: will not consider incomplete or unsolicited applications

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone			E-mail Address		
Social Security No.			Desired Salary		
Applying for					

**Place an "x" in the appropriate box to indicate your response.**

Have you ever filed an application with The Arc Mid-South? Yes  No

Do any of your relatives or friends, other than a spouse work here? Yes  No   
If yes, please give name, relationship, and position: \_\_\_\_\_

Have you been employed with The Arc Mid-South in the past? Yes  No  If so, when? \_\_\_\_\_

Are you at least 18 years of age? Yes  No

Are you a citizen of the United States?  
If not a citizen, do you have proof of your legal right to work in the U.S.? Yes  No

Are you currently employed? Yes  No   
If yes, may we contact your current employer? Yes  No

Are you currently on lay-off status and subject to recall? Yes  No

Will you work overtime? Yes  No

Will you travel if job requires it? Yes  No

Have you ever been convicted of a crime? Yes  No   
If yes, please give date and reason for conviction: \_\_\_\_\_  
(All positions at The Arc Mid-South subject to a Criminal Background Screening.)

Are you capable of performing any work duties, with or without reasonable Accommodation? Yes  No

Date available to begin employment: \_\_\_\_\_  
(MM/DD/YYYY)

Do you have valid and current proof of automobile insurance? Yes  No

I, \_\_\_\_\_ certify and affirm that, to the best of my knowledge and belief;  
(Circle response that applies): **{I have or have not}** had a case of abuse, neglect, mistreatment or exploitation substantiated against me. As a condition of submitting this application and in order to verify this affirmation, I further release and authorize The Arc Mid-South, the Tennessee Department of Intellectual and Developmental Disabilities and the Bureau of TennCare to have full and complete access to any and all current or prior personnel or investigative records, from any party, person, business, entity or agency, whether governmental or non-governmental, as pertains to any substantiated allegations against me of abuse, neglect, mistreatment or exploitation and to consider this information as may be deemed appropriate. This authorization extends to providing any applicable information in personnel or investigative reports concerning my employment with this employer to my future employers who may be Providers of DIDD' services. If I have had a such a case held against me, my explanation can be found below:


EDUCATION									
High School				Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Diploma		
Undergraduate				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		
Additional Skills									

PREVIOUS EMPLOYMENT									
Company				Phone	(    )				
Address				Supervisor					
Job Title				Starting Salary	\$		Ending Salary	\$	
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				Starting Salary	\$		Ending Salary	\$	
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				Starting Salary	\$		Ending Salary	\$	
Responsibilities									

From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

PERSONAL REFERENCES					
<i>Please list three personal references. Refrain from listing your family members.</i>					
Full Name		Relationship			
Occupation		Phone	( )		
Address					
Full Name		Relationship			
Occupation		Phone	( )		
Address					
Full Name		Relationship			
Occupation		Phone	( )		
Address					

<ul style="list-style-type: none"> <li>❖ The Arc Mid-South is an equal opportunity employer and will consider applicants for all positions without regard to race, age, color, religion, marital status, national origin, disability, veteran status, or any other legally protected status.</li> <li>❖ No applicant will be rejected as a result of any impairment, which, with reasonable accommodation, does not prevent performance of the work.</li> <li>❖ The Arc Mid-South will not tolerate sexual harassment or harassment on the basis of any protected status in the workplace.</li> <li>❖ I understand that, if selected, I will be required to provide proof of my identity and legal right to work in the United States prior to actual employment at The Arc Mid-South.</li> <li>❖ I certify that I have answered truthfully and have not knowingly withheld any information relative to my application. I understand that any misrepresentation or material omission on the application will result in my being eliminated from further consideration. I further understand that, if selected for employment, any misrepresentation or material omission that becomes known to The Arc Mid-South may result in immediate termination of my employment.</li> <li>❖ I hereby authorize all previous employers and supervisors, including all persons with and for whom I have worked, to give The Arc Mid-South's representatives any and all information regarding me and my previous employment. I release The Arc Mid-South and all previous employers and supervisors from liability for any damages that may result from furnishing information to The Arc Mid-South.</li> <li>❖ In consideration of my employment, I agree to adhere to all existing and future instructions, rules and policies of The Arc Mid-South. I also understand that The Arc Mid-South reserves the right to change wages, hours, and working conditions as deemed necessary and that no representatives of The Arc Mid-South has any authority to enter into any agreement for employment for any specified period or to make any agreement contrary to the foregoing.</li> <li>❖ I understand that all employees of The Arc Mid-South, with respect to length of employment, are considered to be "at will". This means that I may terminate my employment with The Arc Mid-South at any time, without notice, without liability, for any extended period. Similarly, The Arc Mid-South may terminate my employment with The Arc Mid-South at any time without notice, without liability, for any extended period. There is no guaranteed length of employment for any employee. Similarly, any representation by any agent or employee of The Arc Mid-South to the contrary is not authorized or binding upon The Arc Mid-South unless in writing and signed by the Executive Director and/or the Board of Director of The Arc Mid-South.</li> </ul>			
Signature		Date	