

Terrebonne ARC Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Applicant name: _____ Date: _____

Position(s) applied for or type of work desired: (Check all that Apply)

DSW T.E. 1 DSW T.E. 3 PCA Food Tech Bus Driver Adm. Floater

Floater T.E. 1 DSW Options CLS Residential Floater Community Home Manager

Other(Specify): _____

Address: _____ City, State, Zip: _____

Telephone #: _____ Email Address: _____

Type of employment desired: _____ full-time _____ part-time _____ temporary (Check all that applies)

Wage or Salary Desired: _____ Date you will be available to start work: _____

Do you have any objection to working overtime if necessary? _____ Yes _____ No

Can you travel if required by this position? _____ Yes _____ No

Have you ever been previously employed by TARC? _____ Yes _____ No If so, when _____

Can you submit proof of legal employment authorization and identity? _____ Yes _____ No

Do you have a valid Louisiana Driver's License? _____ Yes _____ No

Do you currently work at another provider agency? _____ Yes _____ No

Are you at least 21 years of age? _____ Yes _____ No

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

What brought you to this organization? _____

Aliases (Please list any other Names Used in your lifetime - Married, Maiden etc...)

First Name	Middle Name	LAST Name	Suffix

Terrebonne ARC
Application for Employment

Employment History - Please provide information of your current & past 10 years of employment. If you have had more than 4 employers and need more space, provide this information on another sheet and attach to this application.

Employer: _____ Telephone#: _____
Position held: _____
Address: _____ City, State, Zip: _____
Immediate supervisor and title: _____
Dates employed: From: _____ To: _____ Salary: _____
Job summary: _____
Reason for leaving: _____

Employer: _____ Telephone#: _____
Position held: _____
Address: _____ City, State, Zip: _____
Immediate supervisor and title: _____
Dates employed: From: _____ To: _____ Salary: _____
Job summary: _____
Reason for leaving: _____

Employer: _____ Telephone#: _____
Position held: _____
Address: _____ City, State, Zip: _____
Immediate supervisor and title: _____
Dates employed: From: _____ To: _____ Salary: _____
Job summary: _____
Reason for leaving: _____

Employer: _____ Telephone#: _____
Position held: _____
Address: _____ City, State, Zip: _____
Immediate supervisor and title: _____
Dates employed: From: _____ To: _____ Salary: _____
Job summary: _____
Reason for leaving: _____

May we contact your present employer? Yes No

Do you have a High School Diploma or GED? Yes No

Terrebonne ARC Application for Employment

Educational History

High School:		Location:	
Years attended:		Diploma:	
College:		Location:	
Years attended:		Diploma:	
Technical:		Location:	
Years attended:		Diploma:	
GED:		Location:	
Other:		Location:	
Years attended:		Diploma:	

Other Skills and Qualifications:

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

References

List 3 references (Do not include relatives or employers):

Name: _____ Telephone #: _____
 Address: _____ City, State, Zip: _____

Name: _____ Telephone #: _____
 Address: _____ City, State, Zip: _____

Name: _____ Telephone #: _____
 Address: _____ City, State, Zip: _____

Name of friends or relatives working at TARC:

Name:	Friend or Relative?	
Name:	Friend or Relative?	
Name:	Friend or Relative?	

Terrebonne ARC
Application for Employment

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all-previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either the employer or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment with TARC.

SS#: _____

SIGNED: _____ DATE: _____

EEO/AA

Pre-Offer Voluntary Self-Identification Information

Terrebonne ARC is an EEO/Affirmative Action Employer

We consider all applicants for positions without regard to race, color, religion, sex, national origin, age, mental or physical disabilities, veteran status, and all other characteristics protected by law. We also comply with all applicable laws including E.O. 11246 and the Vietnam Era Readjustment Assistance Act of 1974 governing employment practices and do not discriminate on the basis of any unlawful criteria. As a federal government contractor, we take affirmative action on behalf of protected veterans.

To be completed by applicant on a voluntary basis. Not for interview purposes. To be filed separately from application.

In an effort to comply with requirements regarding government recordkeeping, reporting, and other legal obligations, which may apply, we invite you to complete this applicant data survey. Failure to provide information will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Please be advised that this survey is not a part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

Position applying for

Date

REFERRAL SOURCE

- | | | |
|--|--|--|
| <input type="checkbox"/> State Workforce Agency | <input type="checkbox"/> Company Website | <input type="checkbox"/> Employment agency _____ |
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Online | <input type="checkbox"/> School _____ |
| <input type="checkbox"/> Employee Referral _____ | | <input type="checkbox"/> Other _____ |

APPLICANT INFORMATION

Name:

_____ Last

_____ First

_____ Middle

Address:

_____ Street

_____ City

_____ State

_____ ZIP

Home Phone:

Business phone/Cell phone:

ETHNICITY/RACE CATEGORIES

ETHNICITY/RACE: (identify one or more race categories)(definitions on the back)

- Hispanic or Latino or identify a race listed below
- White (not Hispanic or Latino)
- Black or African American (not Hispanic or Latino)
- Asian (not Hispanic or Latino)
- Native Hawaii or Other Pacific Islander (not Hispanic or Latino)
- American Indian or Alaska Native (not Hispanic or Latino)
- Two or more races (not Hispanic or Latino)
- Do not wish to identify

GENDER CATEGORIES

Male

Female

Do Not Wish to Identify

PROTECTED VETERAN CATEGORIES

Protected Veteran

Not a Protected Veteran

Do Not Wish to Identify

DEFINITIONS

ETHNICITY/RACE CATEGORY DESCRIPTIONS:

Hispanic or Latino includes a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture origin, regardless of race.

White (not Hispanic or Latino) includes a person having origins in any of the original peoples of Europe, North Africa, or the Middle East, or North America.

Black or African American (not Hispanic or Latino) includes a person having origins in any of the Black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (not Hispanic or Latino) includes a person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (not Hispanic or Latino) includes a person have origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaskan Native (not Hispanic or Latino) includes a person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.

Two or More Races (not Hispanic or Latino) includes a person who identifies with more than one of the above races.

PROTECTED VETERAN CATEGORY DESCRIPTIONS:

A disabled veteran includes any veteran of the U.S. military, ground, naval or air service who: (a) is entitled to compensation, or who but for the receipt of military retired pay would be entitled to compensation under laws administered by the Secretary of Veteran Affairs, or (b) was discharged or released from active duty because of service-connected disability.

Active Duty Wartime or Campaign Badge Veteran includes any veteran who served on active duty in the U.S. military, ground, naval or air service in a war, campaign or expedition in which a campaign badge has been authorized under the laws administered by the Department of Defense.

Recently Separated Veteran includes any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

Armed Forces Service Medal Veteran includes any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United State military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.