

Arc Environmental Application for Employment

Arc Environmental complies with the law regarding reasonable accommodation for disabled employees. Applicants requiring reasonable accommodation in order to participate in the interview process are requested to contact the President, or Director of Human Resources, in order to arrange such accommodation.

We are an equal opportunity employer and always employ qualified individuals based upon job related qualifications regardless of race, religion, color, sex, national origin, age, disability, or any other classification proscribed under applicable federal, state, or local law.

Date of Application: _____ Social Security #: _____
 Position Desired: _____ Full or Part Time: _____
 Salary Desired: _____ Referred By: _____
 Date Available: _____

Name _____ Phone (H) _____ (W) _____

Street Address _____

City _____ State _____ Zip Code _____

If you are applying for part time work, please specify the days and hours that you will be available:

Monday: _____ Friday: _____
 Tuesday: _____ Saturday: _____
 Wednesday: _____ Sunday: _____
 Thursday: _____

If required, would you be willing to work: Evenings: Yes / No Weekends: Yes / No Overtime: Yes / No

If a job is offered, will you be able to provide verification of your legal right to work In the United States? Yes / No

Have you been convicted of a felony within the last five years? Yes / No

If yes, please describe briefly _____

The existence of a criminal conviction does not constitute an automatic bar to employment. Convictions will only be considered to relation to specific job requirements.

Have you received licenses or certifications required by law to perform the position for which you are applying? Yes / No

If yes, what licenses / certifications do you have (including ID #'s):

1. _____
2. _____
3. _____

List any educational degrees, programs, or courses that you have taken which would be helpful for the performance of your job. Include present enrollments.

Name of School, City and State	Course of Study	Years Attended	Degree or Certification

Work History

Please provide information concerning your work history by filling this section out completely. Verified work, performed on a volunteer basis may be listed. List present or most recent job first. Military experience may be included. (If more space is needed, write on a separate page. A resume may also be attached with this application, but *should not* be substituted unless all information requested in the section below is included in the resume.)

Company Name and Address	Job Title / Duties	Starting Pay	Final Pay	Reason For Leaving
1)				
Employed From: _____ To: _____	Supervisor: _____		Phone #: _____	

Company Name and Address	Job Title / Duties	Starting Pay	Final Pay	Reason For Leaving
2)				
Employed From: _____ To: _____	Supervisor: _____		Phone #: _____	

Company Name and Address	Job Title / Duties	Starting Pay	Final Pay	Reason For Leaving
3)				
Employed From: _____ To: _____	Supervisor: _____		Phone #: _____	

(Please circle the name of any employer or supervisor whom you do not want us to contact at this time.)

Please use this space to discuss special skills, talents, or attributes which you have acquired that may assist you in the performance of the job for which you are applying.

Certification of Information

I certify that the information given herein is true and complete to the best of my knowledge. I authorize you to make such investigations, inquiries to the information provided herein, and other matters related thereto, as may be necessary. I hereby release employers, schools, and other persons, institutions, or businesses from all liability in responding to inquiries in conjunction with my application. I understand that false or misleading information given in my application or during interviews may result in a refusal to hire, or discharge in the event of employment. I understand that I shall be required to provide documentation establishing my legal authorization for employment prior to commencing work. I understand that if employed, my employment will be at will and that I will not have a contract for employment nor a guarantee of employment. Arc Environmental. is an Equal Opportunity Employer and shall treat all employees and all applicants for employment equally and fairly based upon job related qualifications and in accordance with all applicable federal, state, and local laws.

Signature of Applicant: _____ Date: _____