

# The Arc of the Mid-South

An equal Opportunity Employer

## EMPLOYMENT APPLICATION

Note: The Arc of the Mid-South will not consider incomplete or unsolicited applications

Position you are seeking: Family Support Service Career Development & Job Placement Administrative Volunteer  
 How did you learn about this position?

- Advertisement (specify source) \_\_\_\_\_
  Friend
  Employment Dept  
 Walk-In
  Website
  Other: \_\_\_\_\_

Name	Last	First	Middle
Address		Phone #	Email
City	State	Zip	Social Security #

Have you ever filed an application with Mid-South Arc before?  Yes  No  
 If yes, please give date: \_\_\_\_\_

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

Have you ever been employed with Mid-South Arc before?  Yes  No  
 If yes, please give date and position: \_\_\_\_\_

Are you at least 18 years of age?  Yes  No  
 If you are under 18 years of age, can you provide proof of your eligibility to work?  Yes  No

Are you a US citizen?  Yes  No  
 If not a US citizen, do you have proof of your legal right to accept employment?  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 travel if a job requires it?  Yes  No

Will you work overtime?  Yes  No

Have you ever been convicted of a crime?  Yes  No  
 If yes, please give date and reason for conviction: \_\_\_\_\_  
(All positions at OMSI are subject to a Criminal Background Check.)

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

Date available for work: \_\_\_\_\_

What is your desired salary range? \_\_\_\_\_

Please check your availability to work:

Regular Full-Time
  Regular Part-Time at \_\_\_\_\_ hours/week  
 Temp/Seasonal Full-Time
  Temp/Seasonal Part-Time at \_\_\_\_\_ hours/week  
 Morning
  Afternoons
  Evenings
  Weekends
  Sundays

### Education & Training

School	Name, City & State of School	Course of Study	# years	Diploma/Degree	
High School				Yes	No
Undergraduate School				Yes	No
Graduate School				Yes	No
Other (Specify)				Yes	No

Please state any additional information and skills you feel may be helpful to us in considering your application: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Work Experience – Complete this section even if you are attaching a resume**

Begin with your current or last job. Include any job-related military service assignments and volunteer activities. You may exclude any organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer:	Dates Employed		Work performed/Responsibilities:	
	From:	To:		
Address:	Hourly/Salary Rate			
	Start:	End:		
Supervisor & Telephone #				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title				Reason for leaving:
Employer:	Dates Employed		Work performed/Responsibilities:	
	From:	To:		
Address:	Hourly/Salary Rate			
	Start:	End:		
Supervisor & Telephone #				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title				Reason for leaving:
Employer:	Dates Employed		Work performed/Responsibilities:	
	From:	To:		
Address:	Hourly/Salary Rate			
	Start:	End:		
Supervisor & Telephone #				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title				Reason for leaving:

**Professional References – Please do not include family members.**

Name	Address & Phone Number	Occupation
1.		
2.		
3.		

**Applicant's Certification – Please read this carefully before signing the application!**

- > Mid-South Arc is an equal opportunity employer and will consider applicants for all positions without regard to race, age, color, religion, marital status, nation origin, disability, veteran status or any other legally protected status.
- > No applicant will be rejected as a result of any impairment, which, with reasonable accommodation, does not prevent performance of the work.
- > Mid-South Arc will not tolerate sexual harassment or harassment on the basis of any protected class status in the workplace.
- > 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 Mid-South Arc.
- > I certify that I have answered truthfully and have not knowingly withheld 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 accepted for employment, any misrepresentation or material omission that becomes known to Mid-South Arc may result in immediate termination of my employment.
- > I hereby authorize all previous employers and supervisors, including all persons with and for whom I have worked, to give Mid-South Arc's representative's any and all information regarding me and my previous employment. I release Mid-South Arc and all previous employers and supervisors from liability for any damages that may result from furnishing information to Mid-South Arc.
- > In consideration of my employment, I agree to adhere to all existing and future instructions, rules and policies of Mid-South Arc. I also understand that Mid-South Arc reserves the right to change wages, hours and working conditions as deemed necessary and that no representative of Mid-South Arc has any authority to enter into any agreement for employment for any specified period or to make any agreement contrary to the foregoing.
- > I understand that all employees of Mid-South Arc, with respect to length of employment, are considered to be "at will." This means that I may terminate my employment with Mid-South Arc at any time, without notice, without liability, for any extended period. Similarly, Mid-South Arc may terminate my employment with Mid-South Arc 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 Mid-South Arc to the contrary is not authorized or binding upon Mid-South Arc unless in writing and signed by the President or Executive Director of Mid-South Arc.
- > I, the undersigned applicant, certify and affirm that, to the best of my knowledge and belief, I have or have not (as applicable) 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 Memphis Shelby County Association of Retarded Citizens (mid-South ARC) and the Tennessee Division of Mental Retardation Services to have full and complete access to any and all current or prior personnel or investigative records, from any party, person, business or agency, as pertains to any substantiated allegations of abuse, neglect or mistreatment.

I have read and reviewed the above certification statements and other information provided on the application.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

