



The Arc of Fond du Lac, Inc.
APPLICATION FOR EMPLOYMENT
(Pre-Employment Questionnaire)

APPLICATION INFORMATION

Print Name First Last Middle

Present Address Street City State Zip

Permanent Address Street City State Zip

Phone #: Cell #

SPECIAL QUESTIONS

DO NOT ANSWER ANY OF THE QUESTIONS IN THIS FRAMED AREA UNLESS THE EMPLOYER HAS CHECKED THE LINE PRECEDING A QUESTION, THEREBY INDICATING THAT THE INFORMATION IS REQUIRED FOR A BONA FIDE OCCUPATIONAL QUALIFICATION OR DICTATED BY NATIONAL SECURITY LAWS OR IS NEEDED FOR OTHER LEGALLY PERMISSIBLE REASONS.

Height feet inches Are you prevented from lawfully becoming employed in the U.S. Yes No

Weight lbs. Date of Birth:

What Foreign Language do you speak fluently? Read Write

Have you been convicted of a felony or misdemeanor within the last 5 years? Yes No, Describe

*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

**You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

EMPLOYMENT DESIRED

Position Applying For Are you looking for full time or part time

Are you 18 years old or older? Yes No Date Available Salary Desired

How did you hear about this position?

Did you work for this company before? Yes No If so, what department

Are you employed now? Yes No

May we contact any and all present/past employers? Yes No

EDUCATION

EDUCATION	NAME & LOCATION	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE OR TECH. SCHOOL				

Special Skills and Qualifications – Mechanical and/or Technical Experience and Abilities

U.S. MILITARY SERVICE: _____ RANK _____ PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVE _____

FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST.)

COMPANY NAME & ADDRESS PHONE NUMBER (SUPERVISORS NAME)	DATES	SALARY	POSITION	REASON FOR LEAVING
	FROM			
	TO			
	FROM			
	TO			
	FROM			
	TO			
	FROM			
	TO			

REFERENCES: (GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHO YOU HAVE KNOWN AT LEAST ONE YEAR.)

NAME	PHONE	COMPANY/POSITION	YEARS KNOWN
1.			
2.			
3.			

MISCELLANEOUS INFORMATION:

IF HIRED CAN YOU VERIFY YOUR LEGAL RIGHTS TO WORK IN THE U.S. BY PROVIDING A BIRTH CERTIFICATE, PROOF OF U.S. CITIZENSHIP OR BY OTHER MEANS? ___ YES ___ NO

Please Read Carefully Before Signing This Form

I AUTHORIZE INVESTIGATION OF THE REFERENCE LISTED ABOVE TO GIVE THE ARC OF FOND DU LAC, INC. ANY AND ALL INFORMATION CONCERNING MY CURRENT/PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

UPON A JOB OFFER FROM THE ARC OF FOND DU LAC, INC AND AT ANY TIME DURING MY EMPLOYMENT I AUTHORIZE THE ARC OF FOND DU LAC, INC. TO OBTAIN AN INVESTIGATIVE COMSUMER REPORTS THAT MAY INCLUDE BUT NOT BE LIMITED TO A CRIMINAL RECORDS CHECKS AND DRIVING RECORDS. THE ARC OF FOND DU LAC, INC FURTHER REQUIRES PRE-EMPLOYMENT DRUG SCREENING.

*I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE ANSWERS GIVEN BY ME TO THE FOREGOING QUESTIONS AND THE STATEMENTS MADE BY ME IN THIS APPLICATION ARE CORRECT AND COMPLETE. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS IN THIS APPLICATION MAY RESULT IN MY DISCHARGE. IF EMPLOYED, I UNDERSTAND AND AGREE THAT SUCH EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITHOUT PRIOR NOTICE, AND THAT MY EMPLOYMENT WILL NOT BE GOVERNED BY ANY EXPRESSED OR IMPLIED CONTACT BUT IS AT-WILL. I HEREBY GIVE THE EMPLOYER THE RIGHT TO INVESTIGATE ALL REFERENCES UNLESS OTHERWISE STATED HEREIN.

Applicant Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE

Interview Date _____ Applicable for Employment Date _____

Time of Interview _____ Department _____ Position _____

Thank you for your interest in our company.