

A Division of Ark Industries & Rehabilitation Center

Selected Programs accredited by CARF... The Rehabilitation Accreditation Commission $1150\ N\ 3^{rd}$ · Laramie, WY 82072

Phone: (307)742-6641 Fax: (307)742-9203 Web: www.arkregionalservices.org

Application for Employment

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, genetic information, marital or veteran status, or the presence of a no-job-related disability.

Date: Position Applied for:			Date Available for work:				
Name:		Social Security #:					
Last	First	MI					
Address: Street			City	State	Zip Code		
Home Phone #:		Alternat	e Phone Number:				
Email address:							
How did you find out about	the open positions here at	: Ark Regional S	Services?				
Web Site:							
□ Newspaper:	er:						
Relatives working for Ark R	egional Services (Name, r	elation and pos	ition in which they work):				
Have you ever been emplo	yed by Ark Regional Servi	ces? □Yes	□ No				
yes, position: Dates of employment:							
Supervisor's name & title: _							
Reason for leaving:							
Days and times, you are	available to work:		Are you available	to work?)		
			Full-time?				
			Part-time?				

Most of our jobs require driving a company vehicle. Please answer the following questions: 1.) Are you at least nineteen years of age? ☐ Yes ☐ No 2.) Have you had more than two minor traffic violations such as speeding within the last three years? Yes No 3.) Have you had a major violation such as a DUI, Reckless Driving, Leaving the Scene, or suspended license within the last five years? ☐ Yes ☐ No ALL EMPLOYEES AT ARK REGIONAL SERVICES HAVE CONTACT WITH PEOPLE WITH DEVELOPMENTAL DISABILITIES: THEREFORE, ALL APPLICANTS MUST COMPLETE THIS SECTION. Wyoming law requires Ark to screen employees based on criminal convictions, and Ark may choose not to hire an applicant based on criminal convictions other than those excluded by Wyoming law, based on consideration of the circumstances of the conviction. A criminal conviction will not necessarily disqualify you from employment, but failure to include any criminal convictions in the space below will result in the immediate disqualification of you as a candidate or termination of your employment when a conviction is discovered. Have you been convicted of any felony or misdemeanor (including through a jury verdict, a guilty plea, or a "nolo contendere" or no-contest plea)? ☐ Yes ☐ No If yes: Date of conviction: ______ Describe Circumstances: _____ The existence of a record of convictions for criminal offenses is not considered an automatic bar to employment. College or Vocational School Sem. Degree Dates Qtr Major Minor From To Hours Hours Earned List other job-related special qualifications and skills. Include special training, skills with machines including computers, typing or shorthand speed, language skills, memberships in professional associations, honors, awards, publications, licenses or registrations. For licenses and registrations please note expirations dates and license/registration number.

Work history: List jobs in reverse order starting with your present or last job. List your entire work history including volunteer, part-time, temporary, self-employment and military jobs. List each promotion as a separate job. This section must be accurate and complete. If more space is needed, attach additional sheets in the same format including your name, social security number and job title. Ark Regional Services will do a complete background verification of your work and Personal history including police records.

Employer/Company:		Phone#:				
Address:		City:		_State:	_ Zip:	
From: Mo/Yr	To: Mo/Yr	Hours worked per week:				
Supervisor:		May we contact? Yes	□ No	Phone #: _		
Did you supervise? ☐ Ye	s 🗖 No If yes, nu	ımber of employees supervised?				
Reason for leaving:						
General Duties:						
Employer/Company:			Pho	ne#:		
Address:		City:		_State:	Zip:	
From: Mo/Yr	To: Mo/Yr	Hours worked per week:				
Supervisor:		May we contact? Yes	□ No	Phone #: _		
Did you supervise? 🗖 Ye	s 🗖 No If yes, nu	ımber of employees supervised?				
Reason for leaving:						
General Duties:						
Employer/Company:			Pho	ne#:		
Address:		City:		_State:	Zip:	
From: Mo/Yr	To: Mo/Yr	Hours worked per week:				
Supervisor:		May we contact? Yes	□ No	Phone #: _		
Did you supervise? ☐ Ye	s 🗖 No If yes, nu	ımber of employees supervised?				
Reason for leaving:						

Employer/Company: Phone#:					
Address:		City:		State:	Zip:
From: Mo/Yr	To: Mo/Yr	Hours worked per week	:		
Supervisor:		May we contact? [□ Yes □	No Phone #	<u>#:</u>
Did you supervise? □	Yes ☐ No If yes, numbe	r of employees supervised	?		
Reason for leaving:					
General Duties:					
	cluding street, city, state ar revious employers. Providin				
Name	Address	City	State	Zip	Phone #
Name	Address	City	State	Zip	Phone #
Name	Address	City	State	Zip	Phone #
applicant will be requir DOCUMENT NOR AI CONTRACT.) I certify that all inform requests for informatic and investigate any el with this application.	APPLICAN be considered active for the ed to resubmit a completed a NY OFFER OF EMPLOYM nation contained on this application. I give mployment, license, criminal In the event that I am emplo ation, during my interview or lead	plication is true and that Ark Regional Services and background, and personal yed, I understand that any	r no more the NANT UNDER COM I have provind its authoral reference or false or means.	vided complorized agents information insleading inf	ete responses to al permission to verify given in connection ormation I knowingly
AND/OR BENEFITS OF OPTION OF EITHER SUPERVISOR OF THE FOR EMPLOYMENT CONTRARY TO THIS EXECUTIVE OFFICE WRITTEN WHICH CO	ACKNOWLEDGE AT IF I AM HIRED BY AF CAN BE TERMINATED WITH THE ARK OR MYSELF. E ARK HAS ANY AUTHORI FOR ANY SPECIFIC PE S DISCLAIMER, UNLESS S R. I UNDERSTAND THAT ONTRADICTS THIS DISCLA PLOYMENT, AND I SHOULE	H OR WITHOUT CAUSE, A I ALSO UNDERSTAND ITY TO ENTER INTO ANY RIOD OR TIME OR MA BUCH AGREEMENT IS IN IT, IF I AM HIRED, NO CAMER CAN CONSTITUTION	ES, MY EN AND WITH O THAT NO AGREEMI NKE ANY N WRITING ONDUCT E AN EXPI	MPLOYMENT OR WITHOU O EMPLOY ENT OR MA STATEMEN G AND SIGN OR STATEM RESS OR IN	UT NOTICE, AT THE EE, MANAGER OR KE ANY PROMISES TS OR PROMISES IED BY THE CHIEF MENT, VERBAL OR MPLIED CONTRACT
Printed Name of Applic	cant:				
Signature of Applicant:	:			Date	9 :