

THE GREATER RICHMOND ARC

1901 Westwood Avenue

Richmond, VA 23227

(804) 358-1874

Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a disability, or any other legally protected status. Drug-Free Workplace/ EEO/AA/ Minorities, women, veterans and individuals with disabilities encouraged to apply.

(PLEASE PRINT) Date of Application _____

Position(s) Applied For _____

Referral Source: ___ Newspaper ___ Employee Referral (name: _____)

___ Walk-In ___ Internet ___ Employment Agency ___ Other _____

Name _____

Last

First

Middle

Address _____

Street

City

State

Zip

Telephone (____) _____ Social Security # _____ | _____ | _____

If employed and you are under 18, can you furnish a work permit? ___ Yes ___ No

Have you filed an application here before? ___ Yes ___ No If Yes, give date _____

Have you ever been employed here before? ___ Yes ___ No If Yes, give date _____

Are you employed now? ___ Yes ___ No

May we contact your present employer? ___ Yes ___ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ___ Yes ___ No

On what date would you be available for work? _____

Are you available to work: ___ Full Time ___ Part Time ___ Shift Work ___ Temporary

Are you on lay-off and subject to recall? ___ Yes ___ No

If position you are applying for requires you to drive are you 21 years of age or older?
___ Yes ___ No

Have you been convicted of any traffic violation in the past 5 years? ___ Yes ___ No
Have you been convicted of a crime in adult court? ___ Yes ___ No
(Conviction will not necessarily disqualify applicant from employment)

If Yes, Please explain: _____

Veteran of the U.S. Military Service? ___ Yes ___ No If Yes, Branch _____

Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names, which may indicate race, color, religion, gender, national origin, disability or other protected status.

Employer	Telephone	Dates Employed		* Worked Performed
Address		From	To	
Job Title		Hourly Rate / Salary		
Supervisor		Starting	Final	
Eligible for rehire?				
Employer	Telephone	Dates Employed		* Worked Performed
Address		From	To	
Job Title		Hourly Rate / Salary		
Supervisor		Starting	Final	
Eligible for rehire?				
Employer	Telephone	Dates Employed		* Worked Performed
Address		From	To	
Job Title		Hourly Rate / Salary		
Supervisor		Starting	Final	
Eligible for rehire?				
Employer	Telephone	Dates Employed		* Worked Performed
Address		From	To	
Job Title		Hourly Rate / Salary		
Supervisor		Starting	Final	
Eligible for rehire?				

Please list three (3) professional references (include name, title, telephone number)

Special Skills and Qualifications: _____

Education

	High School	College/ University	Graduate/ Professional	Other Education
School Name				
Years Completed	9 10 11 12	1 2 3 4	1 2 3 4	
Diploma/ Degree				
Describe Course Of Study:				

List professional, trade, business or civic activities and offices held. (You may exclude memberships, which would reveal sex, race, religion, national origin, age, or disability or other protected status):

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

NOTICE TO APPLICANTS AND EMPLOYEES

The Greater Richmond ARC is an equal opportunity/affirmative action employer. To this end, Greater Richmond ARC maintains Affirmative Action Plans for minorities and women. These Plans, or portions thereof, that will enable you to avail yourself of their benefits, are available for inspection by contacting Carolyn H. Burton, Affirmative Action Administrator, during normal business hours.

The Greater Richmond ARC also maintains affirmative action plans for persons with disabilities, special disabled veterans, Vietnam Era veterans, other covered veterans, and newly separated veterans. These plans, or portions thereof, that will enable you to avail yourself of their benefits, are available for inspection by contacting Carolyn H. Burton, Affirmative Action Administrator, during normal business hours.

This employer wishes to comply with Section 503 of the Rehabilitation Act of 1973, as amended, and its implementing regulations, which require non-exempt government contractors and subcontractors to take affirmative action to employ and advance in employment qualified disabled individuals. If you have such a disability and would like to be so considered for purposes of this law, please identify yourself either immediately or at any time in the future in confidence to the Affirmative Action Administrator. Submission of this information is voluntary, and refusal to provide it will not subject you to any adverse treatment. The information provided will be kept confidential, maintained in a separate file, and used only in accordance with federal regulations.

This employer wishes to comply with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, and its implementing regulations requiring non-exempt government contractors and subcontractors to take affirmative action to employ and advance in employment veterans of the Vietnam Era, special disabled veterans, other covered veterans, and newly separated veterans. In this regard, if you believe you may be covered by this law and wish to be treated accordingly, please identify yourself either immediately or at any time in the future in confidence to the Affirmative Action Administrator. Submission of this information is voluntary, and refusal to provide it will not subject you to any adverse treatment. The information provided will be kept confidential and will be used only in accordance with federal regulations.

Carolyn H. Burton
Affirmative Action Administrator

DEFINITION OF THE TERM "INDIVIDUAL WITH A DISABILITY" FOR PURPOSES OF VOLUNTARY SELF-IDENTIFICATION:

"Individual with a disability" means any person who:

- (a) has a physical or mental impairment which substantially limits one or more major life activities; or
- (b) has a record of such an impairment.

DEFINITION OF THE TERMS "VIETNAM ERA VETERAN," "SPECIAL DISABLED VETERAN," "OTHER COVERED VETERAN," AND "NEWLY SEPARATED VETERAN" FOR PURPOSES OF VOLUNTARY SELF-IDENTIFICATION:

1. "Vietnam Era Veteran" means any person who: (a) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or (b) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964, and May 7, 1975.

2. "Special disabled veteran" means: (a) a veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for a disability rated at thirty percent (30%) or more, or rated at ten percent (10%) or twenty percent (20%) in the case of a veteran who has been determined under 38 U.S.C. § 3106 to have a serious employment handicap; or (b) a veteran who was discharged or released from active duty because of a service-connected disability.

3. "Other covered veteran" means: individuals who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. Active duty for training as a member of the National Guard and Reserve does not qualify an individual for protection.

4. "Newly separated veteran" means: any veteran who served on active duty in the U.S. military, ground, naval or air service during the one-year period beginning on the date of such veteran's discharge or release from active duty.

VOLUNTARY SELF-IDENTIFICATION FORM
Greater Richmond ARC

Greater Richmond ARC (the "Agency") is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, religion, ancestry, national origin, sexual orientation, disability, or status as a Vietnam Era, special disabled, other covered, or newly separated veteran. As an equal opportunity employer, Greater Richmond ARC complies with all relevant government regulations and affirmative action responsibilities. Solely to help us with record keeping, reporting, and other legal requirements, we offer you the opportunity to complete this self-identification form. Submission of this information is completely voluntary. Whether you provide this information or not, you will not be subject to adverse treatment.

SEX

- Male
- Female

VETERANS (Check All That May Apply)

- Special Disabled Veteran
- Vietnam Era Veteran
- Other Covered Veteran
- Newly Separated Veteran

PERSONS WITH DISABILITIES

- Disabled

RACE (Check One Only)

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Hispanic or Latino (all races)
- Hispanic or Latino (white race only)
- Hispanic or Latino (all other races)

The provision of this information is on a voluntary basis and will be maintained in a separate location for affirmative action program use and will not be included in the personnel file of any employee.

I have been given the opportunity to participate in the self-identification process:

POSITION(S) APPLIED FOR: _____

NAME: _____

DATE: _____