

The Arc of Burlington County  
115 East Broad Street  
Burlington, NJ 08016-1515

609-531-0211 - ph 609-386-2244 - fax [www.arcofburlington.org](http://www.arcofburlington.org)

## Preliminary Application for Employment

The Arc of Burlington County's Equal Opportunity Hiring Practices are designed to provide equal opportunity to all applicants regardless of race, color, creed, national origin, sex, family status or disability.

(Please Print)

Date of Application: \_\_\_\_\_ Position(s) Applied for: \_\_\_\_\_

Part Time    Full Time    Seasonal    Date Available \_\_\_\_\_ Desired Salary \_\_\_\_\_

How did you learn about us?  Advertisement Referred By: \_\_\_\_\_

Friend  Relative  Walk-In  Employment Agency  Other

Name: \_\_\_\_\_

Last

First

Middle

Telephone(s) (    ) \_\_\_\_\_ (    ) \_\_\_\_\_

Area Code

Area Code

Address: \_\_\_\_\_

Number

Street

City

State

Zip

1.) Have you filled an application here before?  Yes  No If Yes give date: \_\_\_\_\_

2.) Have you worked for the Arc of Burlington County  Yes  No If Yes give date: \_\_\_\_\_

3.) Are you prevented from lawfully becoming employed in this country because of Visa or immigration status?  Yes  No (Proof of citizenship or immigration status is required upon employment)

4.) Have you ever plead "Guilty" or "No Contest" to, or been convicted of a crime?  
(The Arc completes criminal background checks on employees. Fingerprints are sent to the FBI and the State Police.)

Yes  No If Yes, please explain: \_\_\_\_\_

5.) Have you ever been adjudged civilly or criminally liable for abuse of a person with developmental disabilities receiving services?  Yes  No

6.) Do you possess a valid driver's license from the state you reside in?  Yes  No

# Employment History / References

List your last two (2) employers, assignments, or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

Employer/ Full Address	Telephone ( )	Dates employed	Summarize the nature of the work performed and job responsibilities
		From To	
Job Title		Hourly rate/salary	
Immediate supervisor and title		\$ per	
Reason for leaving		Hourly rate / final	
May we contact for references?	<input type="radio"/> Yes <input type="checkbox"/> No	\$ per	

Employer /Full Address	Telephone ( )	Dates employed	Summarize the nature of the work performed and job responsibilities
		From To	
Job Title		Hourly rate/salary	
Immediate supervisor and title		\$ per	
Reason for leaving		Hourly rate / final	
May we contact for references?	<input type="radio"/> Yes <input type="checkbox"/> No	\$ per	

Comments (including explanation of any gaps in employment): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Educational Background

Proof of High School and /or GED diploma required for employment consideration.

(A.) Name	(B.) No. Years Completed	(C.) Degree Diploma	(D.) Major
High School			
College			
Other			

Specialized Training/ Certifications:

\_\_\_\_\_  
 \_\_\_\_\_