

**The Arc of Greater Beaumont  
655 S. 8<sup>th</sup> Street  
Beaumont, Texas 77701  
(409) 784-5556**

## **APPLICATION FOR EMPLOYMENT**

### **INSTRUCTIONS FOR COMPLETING APPLICATION**

- **PRINT IN BLACK INK OR TYPE.** Fill out the application form completely. If questions are not applicable, enter "NA". Do not leave questions blank. Sign and date the completed application.
- Applications are accepted for open positions only. You may also submit a resume', but a completed application is required.
- The information included in the employment history section of the application will be the official record of your employment experience. Failure to list specific examples of work duties in all areas of qualifications, knowledge, skills and abilities listed in the job posting may result in the applicant being considered unqualified and/or not being granted an interview.
- A criminal background check will be conducted through the Texas Department of Public Safety and/or the Federal Bureau of Investigation on all applicants receiving a conditional offer of employment.
- As a condition of employment, you will be required to provide legal proof of authorization to work in the United States.

**\*\*\* DETACH AND KEEP THIS PAGE FOR FUTURE REFERENCE \*\*\***

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**Beaumont, Texas 77701**  
**Phone (409) 784-5556**

**APPLICATION FOR EMPLOYMENT**

*The Arc of Greater Beaumont is an Equal Employment Opportunity Employer. We are dedicated to a policy of non-discrimination in employment on any basis including race, creed, age, sex, sexual orientation, religion, national origin, marital status or disability.*

NAME \_\_\_\_\_ Social Security No. \_\_\_\_\_  
 (Last) (First) (Middle)

ADDRESS: \_\_\_\_\_ Phone ( \_\_\_\_ ) \_\_\_\_\_  
 (Street) (City) (State) (Zip)

LIST ANY OTHER NAMES USED IF DIFFERENT FROM NAME GIVEN ON THIS APPLICATION:  
 \_\_\_\_\_

LIST THE POSITION TITLE (S) AND NUMBER (S) FOR WHICH YOU ARE APPLYING:  
 \_\_\_\_\_  
 \_\_\_\_\_

Date available to begin work? \_\_\_\_\_

Driver's License \_\_\_\_\_ Class C \_\_\_\_ Class A-CDL \_\_\_\_ Class B-CDL \_\_\_\_ N/A \_\_\_\_  
 (State) (Number)

EDUCATION: Applicants may be required to provide proof of diploma, degree, licenses, certifications, and registrations.  
 Circle Highest Grade Completed: 1 2 3 4 5 6 7 8 9 10 11 12 Did you graduate/achieve GED? Yes \_\_\_\_ No \_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	DATES ATTENDED	SEMESTER HOURS	MAJOR FIELD OF STUDY	GRADUATED YES OR NO	TYPE OF DIPLOMA/DEGREE
College or University						
Graduate School						
Technical, Vocational, or Business School						

List all professional licenses and/or certifications. Please include all license/certification numbers and effective dates:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Special Skills/Qualifications:** List all special skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware, etc.

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**Approximate Words Per Minute in Typing:** \_\_\_\_\_

**EMPLOYMENT HISTORY:** Please record the last 10 years of employment. Start with your current or most recent position and work back.

<b>Employer:</b>		<b>Supervisor:</b>		
<b>Mailing Address:</b>		<b>Supervisor's Title:</b>		
<b>City, State &amp; Zip</b>		<b>Phone:</b>		
<b>Title:</b>	<b>Starting Date</b>	<b>Ending Date</b>	<b>Salary</b>	<input type="checkbox"/> <b>Full Time</b> <input type="checkbox"/> <b>Part-Time</b>
<b>Summary of Experience:</b>				
<b>Reason for leaving:</b>				
<b>Employer:</b>		<b>Supervisor:</b>		
<b>Mailing Address:</b>		<b>Supervisor's Title:</b>		
<b>City, State &amp; Zip</b>		<b>Phone:</b>		
<b>Title:</b>	<b>Starting Date</b>	<b>Ending Date</b>	<b>Salary</b>	<input type="checkbox"/> <b>Full Time</b> <input type="checkbox"/> <b>Part-Time</b>
<b>Summary of Experience:</b>				
<b>Reason for leaving:</b>				
<b>Employer:</b>		<b>Supervisor:</b>		
<b>Mailing Address:</b>		<b>Supervisor's Title:</b>		
<b>City, State &amp; Zip</b>		<b>Phone:</b>		
<b>Title:</b>	<b>Starting Date</b>	<b>Ending Date</b>	<b>Salary</b>	<input type="checkbox"/> <b>Full Time</b> <input type="checkbox"/> <b>Part-Time</b>
<b>Summary of Experience:</b>				
<b>Reason for leaving:</b>				

**EMPLOYMENT HISTORY CONTINUED: Attach additional sheets if necessary.**

Employer:		Supervisor:		
Mailing Address:		Supervisor's Title:		
City, State & Zip		Phone:		
Title:	Starting Date	Ending Date	Salary	___ Full Time ___ Part-Time
Summary of Experience:				
Reason for leaving:				
Employer:		Supervisor:		
Mailing Address:		Supervisor's Title:		
City, State & Zip		Phone:		
Title:	Starting Date	Ending Date	Salary	___ Full Time ___ Part-Time
Summary of Experience:				
Reason for leaving:				
Employer:		Supervisor:		
Mailing Address:		Supervisor's Title:		
City, State & Zip		Phone:		
Title:	Starting Date	Ending Date	Salary	___ Full Time ___ Part-Time
Summary of Experience:				
Reason for leaving:				
Employer:		Supervisor:		
Mailing Address:		Supervisor's Title:		
City, State & Zip		Phone:		
Title:	Starting Date	Ending Date	Salary	___ Full Time ___ Part-Time
Summary of Experience:				
Reason for leaving:				

Do you have any relatives working for or associated with this facility? Yes \_\_\_\_ No \_\_\_\_

If yes, list names, relationship and place employed: \_\_\_\_\_

Have you ever been convicted or received a deferred adjudication for a felony or a misdemeanor crime which resulted in a fine or more than \$50.00? Yes \_\_\_\_ No \_\_\_\_ If yes, please explain below: \_\_\_\_\_

Have you ever been discharged or asked to resign because of unsatisfactory conduct or performance of duties?

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

**REFERENCES:** Please provide three (3) personal references who can attest to your dependability and character. Please do not give names of relatives.

NAME	ADDRESS	CITY, STATE & ZIP	PHONE

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND  
INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED**

- I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatements, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.
- I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the United States.
- I understand that this agency will check with the Texas Department of Public Safety and/or the Federal Bureau of Investigation for any criminal history in accordance with applicable statutes. I also understand that if a report from either of these agencies indicates a conviction for any offense listed below, this will result in immediate termination if I have been employed prior to the criminal conviction record having been received:
 

Arson	Sexual assault	Kidnapping and false imprisonment
Robbery	Aggravated robbery	Agreement to abduct from custody
Aiding suicide	Criminal homicide	Abandoning or endangering a child
Aggravated assault	Indecency with a child	Injury to a child, or elderly or disabled individual
Sale or purchase of a child		
- I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application. I release all such parties from all liability from any damages, which may result from furnishing such information to you.
- In consideration of my employment, I agree to conform to the rules and regulations of the Arc, and understand that my employment and compensation can be terminated with or without cause, and with or without notice, at any time at the option of the Arc or myself.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**THE ARC OF GREATER BEAUMONT  
EEO DATA FORM**

The Arc of Greater Beaumont has an Affirmative Action Program to ensure equal employment opportunity in its hiring practice. We are asking you to help us to measure the effectiveness of this program by answering the questions below. The information requested is being collected for statistical purposes only and will not be considered as part of the application for employment. Your assistance is appreciated.

**Position Applied For:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Birth Date:** \_\_\_\_\_ **Sex:** \_\_\_ Female \_\_\_ Male **Disabled (Optional):** \_\_\_ Yes \_\_\_ No

**Marital Status:** \_\_\_ Single \_\_\_ Married \_\_\_ Widowed \_\_\_ Divorced \_\_\_ Separated **Vietnam Veteran:** \_\_\_ Yes \_\_\_ No

**Ethnic Origin:** \_\_\_ White \_\_\_ Black \_\_\_ Hispanic \_\_\_ Asian \_\_\_ American Indian

**How did you learn about this job?**

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Other Employee           | <input type="checkbox"/> Newspaper _____               | <input type="checkbox"/> Television/Radio      | <input type="checkbox"/> Recruitment Poster    |
| <input type="checkbox"/> Job-Fair                 | <input type="checkbox"/> College/University Career Day | <input type="checkbox"/> Agency Web Site       | <input type="checkbox"/> TWC Job Express       |
| <input type="checkbox"/> Professional Publication | <input type="checkbox"/> Texas Workforce Commission    | <input type="checkbox"/> Social Service Agency | <input type="checkbox"/> Human Resource Office |

**THIS FORM WILL NOT BE FILED WITH YOUR APPLICATION, BE AVAILABLE TO THE INTERVIEWER,  
NOR BE USED TO DISCRIMINATE IN ANY PART OF THE EMPLOYMENT PROCESS.**