



**The Arc San Joaquin**

41 West Yokuts Avenue  
 Stockton, CA 95207  
 Tel: 209-955-1625 Fax: 209-955-1753  
[www.thearcsj.org](http://www.thearcsj.org)



**Position Applying For** (Please submit one (1) application for each position you are applying for):

<b>Last Name</b>	<b>First</b>	<b>Initial</b>	<b>Home Phone #</b>	<b>Cell #</b>
<b>Address</b>	<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>E-mail address:</b>		<b>Referred by:</b>		<b>Desired Salary:</b>

**Are you a current or former employee of The Arc San Joaquin?**  No  Yes  
 If yes, Position: \_\_\_\_\_ Department: \_\_\_\_\_ How long? \_\_\_\_\_

**Are you able, upon employment, to submit required verification that you are a United States citizen or are eligible to work in the United States?**  No  Yes

**APPLICATION INSTRUCTIONS**

- Please complete the entire application. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** Do not leave blank spaces with “see resume” written across the form.
- To be considered for multiple positions, please submit a separate application and other required materials for each position.
- Any application submitted for a specific advertised posting must be submitted by the deadline to be accepted.
- All documents submitted with this application become the property of The Arc-San Joaquin and will not be returned.
- We do not accept applications or resumes for unsolicited positions. Please watch CalJobs or our website for current job announcements.

The Arc San Joaquin is an Equal Opportunity Employer with a commitment to provide equal opportunity for all without regard for race, color, national origin, religion, religious creed, ancestry, sex, age, disability, pregnancy, child birth or related medical condition, citizenship, marital status, sexual orientation or any other characteristic protected by federal, state and local law. Should you need any assistance in completing the application or getting it to us electronically, please utilize the resources made available at any job center offered by America’s Job Center of California. America’s Job Center of California<sup>SM</sup> provides no-cost tools and resources for job seekers.

Most Job Centers offer:

- Career specialists to assist job seekers with assessments to identify and match skills to occupations and make career decisions.
- No-cost access to phones, fax machines, and the Internet.
- Computers for job seekers to browse occupations, explore careers, create and post résumés, and access a wide variety of job listings in the National Labor Exchange, [US.jobs](http://US.jobs).
- Job search and résumé writing workshops.
- Community resources and referrals for training and other services.
- To find your local job center, visit [America’s Job Center of California](http://America’s Job Center of California)<sup>SM</sup>.

**FOR OFFICE USE ONLY**

**ELIGIBILITY REVIEW:**

- Qualified By: \_\_\_\_\_
- Disqualified Date: \_\_\_\_\_
- Pending

**REASON INELIGIBLE:**

- Late Filing
- Incomplete Application
- Education
- Experience
- Other \_\_\_\_\_

**Work History:**

All information must be complete. You may attach a resume, but not in place of completing the required information. Please start with the most current place of employment, attach additional pages if needed.

<b>Current or Last Employment</b> <b>From:</b> <b>To:</b>	<b>Employer Name:</b>  <b>May we contact:</b>	<b>Employer Address:</b>	
<b>Position/Title:</b>		<b>Full-Time:</b> <input type="checkbox"/> <b>Part-time:</b> <input type="checkbox"/>	<b>Salary:</b>
<b>Supervisor Name and Title:</b>			<b>Supervisor Phone #:</b>
<b>Duties &amp; Responsibilities:</b> _____ _____ _____			
<b>Reasons for Leaving:</b> _____			

<b>Dates Employed (mo/yr)</b> <b>From:</b> <b>To:</b>	<b>Employer Name:</b>	<b>Employer Address:</b>	
<b>Position/Title:</b>		<b>Full-Time:</b> <input type="checkbox"/> <b>Part-time:</b> <input type="checkbox"/>	<b>Salary:</b>
<b>Supervisor Name and Title:</b>			<b>Supervisor Phone #:</b>
<b>Duties &amp; Responsibilities:</b> _____ _____ _____			
<b>Reasons for Leaving:</b> _____			

<b>Dates Employed (mo/yr)</b> <b>From:</b> <b>To:</b>	<b>Employer Name:</b>	<b>Employer Address:</b>	
<b>Position/Title:</b>		<b>Full-Time:</b> <input type="checkbox"/> <b>Part-time:</b> <input type="checkbox"/>	<b>Salary:</b>
<b>Supervisor Name and Title:</b>			<b>Supervisor Phone #:</b>
<b>Duties &amp; Responsibilities:</b> _____ _____ _____			
<b>Reasons for Leaving:</b> _____			

## Periods of Unemployment

Please identify and explain all periods of unemployment

Dates: \_\_\_\_\_

Reason of Unemployment: \_\_\_\_\_

Dates: \_\_\_\_\_

Reason of Unemployment: \_\_\_\_\_

## Education:

Include copies of high school diploma and/or transcripts or GED. If position requires you to have a degree from an accredited college or university please include a copy of unofficial transcripts.

<b>Circle Highest Grade Completed:</b>		High School or G E D	9	10	11	12
		College, Trade or Business	1	2	3	4
School	Address	Major Studies	Diploma/Degree License/Certificate			
High School						
College/University						
Vocational, Business, Other						
Computer Skills (Hardware/ Software)						

License, certification or special skills:

## List languages (other than English) that you are fluent:

Speak:

Write:

Read:

Fluency:

Excellent

Good

Fair

## References: List persons who can critically assess your work qualification and job performance

NAME	ADDRESS	PERSONAL OR BUSINESS?	PHONE NUMBER	YEARS KNOWN
1.				
2.				
3.				

**-CONFIDENTIAL-  
REQUIRED SUPPLEMENTAL INFORMATION/REFERENCE WAIVER**

For compliance with Community Care Licensing

**Position for which you are applying:** \_\_\_\_\_

**Name:** \_\_\_\_\_ / / \_\_\_\_\_  
Last First Date

I acknowledge that consideration for employment is contingent on the results of a reference and background check. Therefore, I hereby authorize The Arc San Joaquin to:

1. Investigate the truthfulness of all statements made in this application.
2. Contact my current or former employers and other listed references or any other persons who can verify information.
3. Check my driving record, if applicable for the target job.

In addition, I give my consent for all contact persons including former employers to provide the information concerning this application and I release such entitles/persons from liability for providing information to The Arc San Joaquin.

I understand that is application will be considered only for the position listed on the first page of this form and that a separate application form must be completed for any other position, either present or future.

I certify that all statements made in this application are true and complete to the best of my knowledge with the understanding that any untrue statements or omissions of materials fact on this application will result in the removal of the application from the selection process and/or termination of employment.

<p><b>Have you ever been employed by this Company or its affiliates before?</b></p> <p align="center">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><b>If yes, list date(s), job title(s) &amp; location(s)</b></p>
<p><b>Do you have any friends or relatives currently employed by this Company or its affiliates?</b></p> <p align="center">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><b>If yes, name of employee, location &amp; nature of relationship.</b></p>

Will you be able to perform the essential job functions for the position you are applying or with or without reasonable accommodation? *(If you have not been provided job functions please ask before answering)*  Yes  No

Are you at least 18 years of age (or older)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a current valid California Driver License?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you be able to provide proof of Auto Insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
May we contact your current employer for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a crime? (Yes, is not an automatic disqualification)	<input type="checkbox"/> Yes <input type="checkbox"/> No

**DECLARATION:** I declare that I have read and understood all the questions and statements listed above and the answers that I have given are true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## CONVICTIONS

In accordance with Arc San Joaquin policy and procedures and the required provisions under California Community Care Licensing, all prospective employees are fingerprinted and the fingerprints are submitted for verification.

Because of our responsibility to dependent adults and to the public, it is important we be extremely careful in screening applicants with conviction records. You may be excluded from the hiring process with The Arc San Joaquin unless you fill out this form accurately and completely.

A conviction includes a plea of guilty, and/or a finding of guilty by a judge or a jury, even if such conviction was later dismissed pursuant to Penal Code Section 1203.4. Convictions that are dismissed under Penal Code Section 1203.4 are not “expunged: for this purpose and must be disclosed. They will appear on the report prepared by the California Department of Justice and/or Federal Bureau of Investigation.

**Have you ever been convicted, fined, or placed on probation for any violation of law?  Yes  No**

## INSTRUCTIONS

In the spaces below, give complete details for every time you have been convicted, fined, placed on probation, sentenced or given a suspended sentence for any violation of law. If you are in doubt, list the conviction and explain. If you are a finalist for a position with The Arc San Joaquin and a conviction appears on your records with you have not listed, you will be denied employment. You may omit minor traffic infractions with a fine of less than \$300 and offenses adjudicated in juvenile court. For additional space, use a separate sheet of paper.

Offense (Brief Description)	Offense Code	Date Mo/YR	Location (City/State)	I n f r a c t i o n	M i s d e m a n o r	F e l o n y	I m p r i s o n e d	F i n e d	P r o b a t i o n	D i s m i s s e d

**DECLARATION:** I declare that I have read and understood all the questions and statements listed above and the answers that I have given are true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## CONFIDENTIAL EQUAL OPPORTUNITY PROGRAM INFORMATION

(Voluntary Information)

Position for which you are applying:

Name

Last

First

MI

The following voluntary information is used to evaluate The Arc San Joaquin's recruitment and hiring practices and to prepare reports required by State and Federal agencies. The information you provide is strictly confidential and will not be used in any way to affect your employment status with The Arc. Although providing this information is voluntary, your cooperation is greatly appreciated.

<p><b>SEX:</b></p> <input type="checkbox"/> Male <input type="checkbox"/> Female	<p><b>VETERAN:</b></p> <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, which war?
<p><b>AGE:</b></p> <input type="checkbox"/> Under age 30 <input type="checkbox"/> Age 30 but under 40 <input type="checkbox"/> Age 40 but under 50 <input type="checkbox"/> Age 50 or older	<p><b>DISABILITY:</b></p>
<p><b>ETHNICITY:</b></p> <p>Are you Hispanic or Latino?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>What is your race/ethnicity? (Check one or more)</p> <input type="checkbox"/> Mexican, Mexican American <input type="checkbox"/> Central American <input type="checkbox"/> South American <input type="checkbox"/> Hispanic: Other <input type="checkbox"/> Asian Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> Cambodian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Filipino <input type="checkbox"/> Asian: Other <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Guamanian <input type="checkbox"/> Hawaiian <input type="checkbox"/> Samoan <input type="checkbox"/> Pacific Islander: Other <input type="checkbox"/> White/Caucasian	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>DEFINITION:</b> An individual with a disability is defined by the DFEH as a person who has a physical or mental impairment that limits one or more major life activities, or a person who has a record or history of impairment or a person who is perceived by others as having such impairment.</p> </div> <p>Do you have a disability as described in the definition above?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>If yes, will you need assistance to complete the hiring process?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>If yes, please specify:</p>
	<p><b>HOW DID YOU FIRST LEARN ABOUT THIS POSITION?</b></p> <input type="checkbox"/> Advertisement (Specify): <input type="checkbox"/> Community Agency <input type="checkbox"/> The Arc San Joaquin web-site <input type="checkbox"/> Internet site (CareerBuilder's, Craigslist, EDD) <input type="checkbox"/> Friend/Colleague <input type="checkbox"/> Job Faire <input type="checkbox"/> Professional organization publication or website <input type="checkbox"/> Internal vacancy announcement <input type="checkbox"/> Newspaper ad/classified ad (Specify) <input type="checkbox"/> Other (Specify):

## CONFIRMATION OF EMPLOYMENT APPLICATION SUBMISSION

Position for which you are applying:

(Please print)

Name \_\_\_\_\_

Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Dear Applicant,

This is to confirm that we have received your application for the position specified above.

Our staff will review your application to determine if you meet the minimum qualifications for the position. Management team will review applications that meet the minimum qualifications, and schedule the most competitive to an oral interview. Meeting the minimum qualification does not guarantee you an interview.

Contact the Office of Human Resources immediately if you have an address or phone number change, via e-mail [recruiter@thearcsj.org](mailto:recruiter@thearcsj.org) or by calling (209) 955-1625.

Feel free to visit our website for future employment opportunities at [www.thearcsj.org](http://www.thearcsj.org).

Thank you for considering The Arc San Joaquin for employment.

Sincerely,

Office of Human Resources