

# *Central Arkansas Development Council*

## *Application for Employment*

(Answer all questions-please print)

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, disability or military status.

**Employment Desired:**

Date: \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

Location of Position: \_\_\_\_\_

**If Applying for a job as a "Driver", give a 10 year prior employment history.**

Were you previously employed by us?    Yes    No    If yes, when and where? \_\_\_\_\_

Referred by: \_\_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_

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**Personal Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

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

City, State & Zip: \_\_\_\_\_ Phone No: \_\_\_\_\_

Have you been bonded?    Yes    No    If yes, on what jobs? \_\_\_\_\_

**Have you been convicted of a crime in the past 10 years, excluding misdemeanors and summary offenses?**    Yes    No

If yes, describe in full: \_\_\_\_\_

List relatives on CADC Board of Directors or employed by our Agency: \_\_\_\_\_

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**In Case of Emergency Notify:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address, City, State & Zip: \_\_\_\_\_

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***EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER***

<b>EDUCATION:</b>	<b>NAME AND LOCATION OF SCHOOL</b>	<b>NUMBER OF YEARS COMPLETED</b>	<b>DID YOU GRADUATE? YES/NO, DEGREE OR DIPLOMA</b>	<b>COURSE OF STUDY</b>
Elementary:				
High School:				
College:				
Trade, Business, or Technical School				

**Employment Experience:** (List last four employers, starting with your present or most recent employer. If applying for a job as a "driver", give a 10 year prior employment history).

<b>DATE MONTH &amp; YEAR</b>	<b>NAME, ADDRESS &amp; PHONE OF EMPLOYER</b>	<b>SALARY</b>	<b>POSITION</b>	<b>REASON FOR LEAVING</b>
From: _____				
To: _____				
From: _____				
To: _____				
From: _____				
To: _____				

***EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER***

**Central Arkansas Development Council  
Employment Information Form**

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Qualified applicants are considered for employment, and employees are treated during employment, without regard to race, color, religion, sex, national origin, age, disability or military status.

The questions below will be used solely in connection with out affirmative action efforts and to comply with Federal and State legal record keeping and reporting requirements. This information is being requested on a voluntary basis and refusal to provide it will not subject an applicant or employee to any adverse treatment. The information contained in this form will be kept confidential.

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Date: \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

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

City, State, & Zip Code: \_\_\_\_\_ Phone No: \_\_\_\_\_

Birth date: \_\_\_\_\_ Age: \_\_\_\_\_ Sex:    Male    Female    U.S. Citizen:    Yes    No

Race/Ethnic Group:

White	Black or African American
Hispanic or Latino	Bi- or Multi-Racial
American Indian/Alaska Native	Native Hawaiian or other Asian/Pacific Islander
Asian	

Marital Status:    Single    Married    Divorced    Widowed

Are you a Veteran?    Yes    No    If yes, what was your Branch of Military Service: \_\_\_\_\_

Rank: \_\_\_\_\_ Are you a Vietnam Era Veteran?    Yes    No

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***EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER***

Are there any other experiences, skills, or qualifications, which you feel would benefit you in this position?

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May we contact the employers listed?

If not, indicate which one(s) you do not wish us to contact:

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**References:** (Give below the names, addresses and telephone numbers of at least three persons not related to you whom you have known at least one year).

Name	Address	Phone No.	Years Acquainted
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

**Application must be filled out completely to be considered (with exception of optional information on page 3). Resumes will not be considered as a part of the official employment application. Applications with statements such as "See Resume" will not be considered as complete.**

**I certify that the information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.**

**I understand that prospective employees or employees transferred into certain CADC positions may be subject to criminal background check, driver's record checks and/or pre-employment and on-going drug and alcohol testing.**

**I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

This form must be either 1) Filled out with Adobe Reader and printed out or 2) Printed then filled out by hand and then mailed or returned to:

**Return in Person to:**  
CADC Human Resources  
722 Gaunt Street  
Benton, AR 72018

**Mail to:**  
CADC – Human Resources  
P.O. Box 580  
Benton, Arkansas 72018

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