

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? _____

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: _____

In Case of Emergency Notify:

Last Name: _____ First Name: _____ Phone No.: _____

Address, City, State & Zip: _____

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EDUCATION:	NAME AND LOCATION OF SCHOOL	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE? YES/NO, DEGREE OR DIPLOMA	COURSE OF STUDY
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).

DATE MONTH & YEAR	NAME, ADDRESS & PHONE OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
From: _____				
To: _____				
From: _____				
To: _____				
From: _____				
To: _____				

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Central Arkansas Development Council
Employment Information Form

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.

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:

- | | |
|--|--|
| <input type="checkbox"/> White | <input type="checkbox"/> Black or African American |
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Bi- or Multi-Racial |
| <input type="checkbox"/> American Indian/Alaska Native | <input type="checkbox"/> Native Hawaiian or other Asian/Pacific Islander |
| <input type="checkbox"/> 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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Are there any other experiences, skills, or qualifications, which you feel would benefit you in this position?

May we contact the employers listed?

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

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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