

BRISTOL ADULT RESOURCE CENTER, INC.
621 Jerome Avenue
P.O. Box 726
Bristol, CT 06011-0726
Phone: (860) 582-9102 ~ Fax: (860) 582-8280

EMPLOYMENT APPLICATION
Personal

~ Agency policy requires all applicants be at least eighteen years of age. ~
~ We are an affirmative action agency and an equal opportunity employer. ~

~ Employment with the Bristol ARC is on an at-will basis, which means that your employment and compensation can be terminated, at any time, at the option of either the agency or you. ~

General Information:

Name: _____ Home phone/Cell #: _____ Date: _____

Position(s) applied for: 1) _____ Full Time: _____ Part Time: _____
2) _____ Full Time: _____ Part Time: _____

Specify days and hours you would be available to work: _____

Present Address: _____
No. Street City State Zip

Previous Address: _____
No. Street City State Zip

Referred by: Employee _____ Newspaper _____ Name of Paper: _____
Agency _____ Job Service _____ Other _____

Do you have the right to work in the United States? _____

Have you ever been interviewed by us? _____ If yes, when? _____

Were you previously employed by us? _____ If yes, when? _____

List any friends or relatives working for us: _____
Name Relationship
Name Relationship

Do you have a valid drivers' license? _____ What State: ? _____

Have you ever been convicted of a crime? _____ [] Yes [] No

If yes, please explain: _____

“Conviction” for this application, means a final judgment or verdict of guilty, a plea of guilty, or a plea of nolo contendere, in any state or federal court, regardless of whether an appeal is pending or could be taken.

“Conviction” does not include a final judgment or verdict that has been expunged by pardon, reversed, set aside or otherwise rendered invalid. Further, you are **not required to disclose** any arrest(s), criminal charge(s) or conviction(s) the record(s) of which have been **erased under law**. Such records can include records of a finding of delinquency or that a child was a member of a family with service needs, adjudication of youthful offender status, criminal charges dismissed or nolle, or charges for which a person is found not guilty or a conviction later resulting in an absolute pardon.

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Further, any person whose criminal records have been erased is deemed under law never to have been arrested with respect to such erased proceedings and may so swear under oath.

A history of criminal conviction(s) will not necessarily bar consideration of employment. Factors such as the time, seriousness and nature of the offense, as well as rehabilitation, will be taken into account.

Should you have any question about answering questions on this application, or your rights concerning erased records, please inquire of the Human Resource Manager.

Are there any criminal charges currently pending against you? Yes No

If yes, please explain: _____

Person to notify in case of an accident or emergency:

Name	Address	Telephone Number
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Are there any other experiences, skills, or qualifications which you feel make you especially competent for work with the Bristol Adult Resource Center, Inc.?

Record Of Employment Beginning With Most Recent:

Name and Address of Company: _____

Date Employed: From (mo/yr): _____ To (mo/yr): _____

Position and Basic Duties: _____

Reason for Leaving: _____

Name and Address of Company: _____

Date Employed: From (mo/yr): _____ To (mo/yr): _____

Position and Basic Duties: _____

Reason for Leaving: _____

Name and Address of Company: _____

Date Employed: From (mo/yr): _____ To (mo/yr): _____

Position and Basic Duties: _____

Reason for Leaving: _____

Education:

Elementary School: _____

High School: _____

Diploma or GED: Yes _____ No: _____

If the position(s) you are applying for does/do not require a degree, completing the following information is optional:

College: _____ Dates Attended: From: _____ To: _____

College: _____ Dates Attended: From: _____ To: _____

Major: _____ Degree or Certificate: _____

References: Work related only – supervisor preferred. No family members.

If you are called for an interview, references you list may be contacted.

Name	Position	Business	Telephone Number
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Name	Position	Business	Telephone Number
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Name	Position	Business	Telephone Number
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What date would you be able to start work? _____

I understand that it will be necessary for Bristol ARC to conduct a police check for recent drug related convictions or criminal activity. I also understand that it will be necessary for Bristol ARC to check my driving record and medication certification record when applicable.

In order to conduct the police check, motor vehicle report, and medication certification verification, it is necessary for us to have your date of birth, middle initial, maiden name (if applicable), Social Security #, driver's license #, state license issued, and driver's license expiration date.

Date of Birth: _____ Middle Initial: _____

Maiden Name: _____ (if applicable) Social Security #: _____

Driver's License #: _____ State issued: _____ Expiration Date: _____

Falsification of any item on this employment application will be grounds for immediate dismissal!

Applicant Authorization: _____

Applicant Signature

_____ Date

OFFICE USE ONLY

Interview Comments: _____

APPLICANT SCREENED FOR

a) Police Check/Date: _____ b) DMV Check/Date: _____ c) Medication Certification Check/Date: _____

POSITION OFFERED

a) Job Title: _____ e) Rate of Pay: _____
b) Department: _____ f) Authorized Driver: Yes____ No____
c) Days/Hours: _____ g) Food Handler: Yes____ No____
d) Total Weekly Hours: _____ h) Orientation Start Date: _____
i) Starting Date of New Position: _____
(for in-house changes only)

Position Accepted: Yes____ No____

Signature: _____

Date: _____

RELEASE OF INFORMATION FORM

I, _____, do hereby give permission for the release of any and all information from employment, education, and personal references to the Bristol Adult Resource Center for the sole purpose of conducting an employment check for the position of _____.

Signature

Date

BRISTOL ADULT RESOURCE CENTER, INC.

AFFIRMATIVE ACTION

APPLICANT LOG

The Bristol ARC is an affirmative action agency and an equal opportunity employer.

The following information is voluntary and will be used for statistical purposes only.

Please check appropriate box:

Caucasian [] Male []

African American [] Female []

Hispanic []

Other: _____

Are you a veteran of a foreign war? Yes ____ No ____

If so, what war did you serve in? _____

Name: _____

Date applied: _____

Address: _____

Phone Number: _____

Position(s) Applied For: 1) _____

2) _____

Referred By: Employee ____ Newspaper ____ Name of Newspaper: _____

Agency ____ Job Service ____ Other _____

OFFICE USE ONLY

Interviewed: Yes ____ No ____

Hired: Yes ____ No ____