



**Employment Application**

Southside 734 Main St. Danville VA 24541 Phone: 434-836-3272 Fax: 434-836-5419

The Arc of Southside is an Equal Opportunity Employer

**Section I – Identification**

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

Address: \_\_\_\_\_  
Street Address Apt # City State Zip

Preferred Phone: \_\_\_\_\_ Alternate: \_\_\_\_\_ Email: \_\_\_\_\_

**Section II: Education**

	Name and Location of Institution	Diploma/Degree/Certificate	Major/Specialty	Dates Attended	Completed Yes/No
High School/GED					
College					
Post College					

Please list all licenses and certifications (CPR, first aid etc...)

Type of License/Certification	License/Certification Number	Expiration	Issued By

**Section III: Availability**

Program interested in applying for (Check):  
 Education (White Oak School) \_\_\_\_\_ Employment (Hatcher Center) \_\_\_\_\_ Residential (MT Sorrell) \_\_\_\_\_

Position applying for: \_\_\_\_\_ Date you are available to start: \_\_\_\_\_

Type of employment applying for (Check): Full time \_\_\_\_\_ Part time \_\_\_\_\_ Either \_\_\_\_\_

When are you available to work (Check all that apply): Days \_\_\_\_\_ Evenings \_\_\_\_\_ Weekends \_\_\_\_\_ Overnights \_\_\_\_\_

**Section IV: Questionnaire**

- Are you able to comfortably ascend and descend stairs? Yes: \_\_\_\_\_ No: \_\_\_\_\_
- Are you able to assist with lifting and transferring individuals as needed Yes: \_\_\_\_\_ No: \_\_\_\_\_
- Are you able to respect each persons personal choices regarding lifestyle (ex. Smoking) Yes: \_\_\_\_\_ No: \_\_\_\_\_
- We support people who may need assistance with toileting and personal hygiene. Would you be comfortable assisting with these tasks? Yes: \_\_\_\_\_ No: \_\_\_\_\_
- Do you have a valid VA drivers license? Yes: \_\_\_\_\_ No: \_\_\_\_\_
- Are you willing to drive your vehicle for work and be reimbursed mileage and do you have current vehicle insurance? Yes: \_\_\_\_\_ No: \_\_\_\_\_
- Have you ever been convicted of a felony or misdemeanor crime? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes please explain:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*Convictions will not necessarily disqualify you from employment

**Section V: Knowledge Questionnaire**

People who work for The Arc of Southside need to have a basic understanding of disabilities. Please circle the best answer to the questions below.

1. Persons with developmental disabilities
  - a. Are all the same
  - b. Always need assistance with personal hygiene
  - c. Are a diverse group of people
  - d. Should be treated like kids regardless of age
2. Persons with developmental disabilities have the same civil rights as people without disabilities including the right to vote and to marry.
  - a. True
  - b. False
3. The best way to provide services to people with developmental disabilities is to group them according to their level of functioning
  - a. True
  - b. False
4. People may communicate through
  - a. Spoken or written language
  - b. Behaviors
  - c. Signs or gestures
  - d. A and C only
  - e. A, B and C
5. When working with people with developmental disabilities it is most useful to use a \_\_\_\_\_ tone of voice
  - a. Parental
  - b. Respectful
  - c. Authoritative
  - d. Threatening
6. People with developmental disabilities thrive best in programs that:
  - a. Keep them away from the rest of the community so they can receive necessary support to help them
  - b. Include them with their community so they may be treated like anyone else

**Section VI: Experience**

Please list all relevant experience in order of most recent positions

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_ Full or part time: \_\_\_\_\_

Employers Address: \_\_\_\_\_ Supervisors Name: \_\_\_\_\_

Employment dates: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_ Ending salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_ Full or part time: \_\_\_\_\_

Employers Address: \_\_\_\_\_ Supervisors Name: \_\_\_\_\_

Employment dates: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_ Ending salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_ Full or part time: \_\_\_\_\_

Employers Address: \_\_\_\_\_ Supervisors Name: \_\_\_\_\_

Employment dates: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_ Ending salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Professional References: Please provide references from people who can speak to your professional work.

Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Relationship: \_\_\_\_\_ Job Title: \_\_\_\_\_

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Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Relationship: \_\_\_\_\_ Job Title: \_\_\_\_\_

**Section VII: Additional Information**

Please list any additional training you have attended that you feel is relevant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any relevant volunteer experiences you have had:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly tell us why you would like to work for The Arc of Southside?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please tell us how you learned about our agency or the positions we have open?

Newspaper (list publication) \_\_\_\_\_ Employee referral (list employee) \_\_\_\_\_

The Arc website \_\_\_\_\_ Online \_\_\_\_\_ Other (specify) \_\_\_\_\_

*I certify that all entries on all pages are true and complete, and I agree and understand that falsification of information regardless of time of discovery may cause forfeiture on my part to any employment at The Arc of Southside. I understand that all information on the application is subject to verification, and I consent to references and former employers listed being contacted regarding this application.*

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

**EEOC Information (Voluntary):** As an equal opportunity employer we value a diverse workforce and maintain data on our workforce. If you choose you may complete the following.

Gender: \_\_\_\_\_ Race/Ethnicity: \_\_\_\_\_ DOB: \_\_\_\_\_

**Authorization for background screenings – ONLY TO BE COMPLETED IF OFFERED A POSITION PENDING SCREENINGS. (Do NOT sign this section during initial completion of this application, IF offered a position you will be called in to sign)**  
I understand that **IF** selected for employment with The Arc of Southside, I will be required to submit to pre employment screenings including DMV background check, criminal records check and Drug testing. IF selected for employment, I authorize The Arc of Southside to perform all necessary pre employment requirements and I understand that all offers and continuation of employment are contingent upon the results of those requirements.

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