



# ARCATA HOUSE PARTNERSHIP

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1005 11<sup>th</sup> St  
Arcata CA, 95521  
T: 707 822-4528  
F: 707 822-1225  
Arcatahouse.org

## Employment Application

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

Job Title applying for: \_\_\_\_\_

Please attach cover letter, resume or additional papers to the back of this completed application.

Applications and materials may be emailed to: [hr@arcatahouse.org](mailto:hr@arcatahouse.org)



The Arcata House Partnership is  
an Equal Opportunity Employer



# Application for Employment

Please PRINT or TYPE all information

CIRCLE or  
 CHECK where appropriate

<b>Personal Information</b>			Date:		
Name: First		Middle Initial	Last		
Current Address: Street and Number		City	State	Zip	
Day Message Telephone: (    )	Other Message Telephone: (    )	When would you be available to begin work?			

## How did you learn about this job opportunity?

- Craigslist: \_\_\_\_\_
- Job Announcement (Where?): \_\_\_\_\_
- Other: \_\_\_\_\_

## Employment Desired

Position:		Date Available:	Compensation:
<input type="checkbox"/> Part Time	<input type="checkbox"/> Full Time	<input type="checkbox"/> On Call	Specify Hours/Days:
Are you available to work overtime as needed? Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If yes:</b> Weekdays? <input type="checkbox"/> Weekends? <input type="checkbox"/> Overnights? <input type="checkbox"/> After 5:00PM? <input type="checkbox"/>			
Driver's License number: _____ Issuing State: _____ Expiration Date: _____ <i>Please note: You must be qualified, licensed, and insurable under our guidelines in order to hold any position that requires driving.</i>			

## Education

Name and Location of School	Major	Number of Years Completed	Did You Graduate?	Degree or Diploma
High School                      G.E.D			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade/Technical:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe other job related training completed:				
Activities, honors, offices held that are job related:				

## Additional Data

What professional job related licenses do you hold *(Omit those which indicate race, religion, national origin, color, sex, age or disability)*?

Please list software programs you have experience using:

## Skills

List the skills you possess that are relevant to the position you seek. Use additional paper if needed.

# Employment History

*Please give an accurate, complete full-time and part-time employment record.*

**Start with your present or most recent employer**

<b>Employer Name:</b>	<b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Job Title:</b>
Address	Dates Employed:	Responsibilities:
City/State/Zip:		
<b>Telephone:</b>		
Reason for Leaving:		
<b>Employer Name:</b>	<b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Job Title:</b>
Address (street number):	Dates Employed:	Responsibilities:
City/State/Zip:		
Telephone:		
Reason for Leaving:		
<b>Employer Name:</b>	<b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Job Title:</b>
Address (street number):	Dates Employed:	Responsibilities:
City/State/Zip:		
Telephone:		
Reason for Leaving:		
<b>Employer Name:</b>	<b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Job Title:</b>
Address (street number):	Dates Employed:	Responsibilities:
City/State/Zip:		
Telephone:		
Reason for Leaving:		

## References

Give names of 3 persons to whom you are not related and by whom you have not been employed.

Name	Address	Telephone	Relationship	Years Known

## Conditions for Employment

Please read the following carefully before signing.

1. The information that I have provided on this application is accurate and true to the best of my knowledge.
2. I understand that any misrepresentation or omission of a fact on my application, resume or during the interview or hiring process may result in the refusal of employment or if employed, immediate termination of employment.
3. The persons, schools, current and prior employers (if approved by me in the Employment History section), and other organizations named in this application are authorized by me to verify the information I have provided and to provide Arcata House Partnership with information that may be requested by Arcata House Partnership to arrive at an employment decision. I am willing that a photocopy of this authorization be accepted with the same authority as the original. I hereby waive and release all persons, schools, current and prior employers and other organizations from any liability arising from the disclosure of any of the above information whether in writing or orally, and further waive and release the Arcata House Partnership from any liability arising from reliance on the aforementioned information or the use, publication, or retention of such information within the context of its applicant review procedures.
4. I agree to protect confidential information of the Arcata House Partnership, and Arcata House Partnership's clients.
5. I will be able, if hired, to certify that I am authorized to work in the United States of America, and understand that in accordance with the Immigration Reform and Control Act that I will be required to provide timely documentation of identity and employment eligibility.
6. I understand that the Arcata House Partnership will not employ persons who use illegal drugs and/or abuse alcohol or legal drugs, and the Arcata House Partnership retains and exercises the right to screen from employment such individuals. In fact, I agree and consent that I may be required to take a pre-employment drug test. Further, I agree to abide by the Arcata House Partnership's "Statement on Drug-free Workplace", a copy of which will be provided, if I am employed by the Arcata House Partnership.
7. In the event that I am employed, I agree to conform to the Arcata House Partnership's rules and regulations, policies and procedures.

Signature of Applicant:

Date:

**Arcata House Partnership is an equal opportunity employer and any applicant requiring special accommodations in the application or selection process should contact the Operations Manager at (707) 822-4528 ext. 4 Thank you for taking the time to complete our Employment Application.**