



APPLICATION FOR EMPLOYMENT

Return to Human Resources Department

Harc, Inc.

900 Asylum Avenue, MS# 1044 Hartford, CT 06105

This application will not be considered if it is not complete.

HARC, Inc. is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis prohibited by law. HARC considers applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, marital or civil union status, veteran status, sexual orientation or any other legally protected status.

PERSONAL INFORMATION

Last Name	First Name	Middle Initial	
Street	City	State	Zip Code
Telephone Number(s): Home	Work	Cell	
Email Address (required):			

EMPLOYMENT DESIRED

I am applying for a position that I learned about from a HARC employee (please name)_____.
 on HARC's website at Career Builder at CT Job Works from others (please name)_____.

The position is in vocational/day programs residential programs recreation respite Stepping Stones other _____.

I am available to work: Full-time Part-time Hours: _____ Days: _____

If employment is offered, can you produce documentation required by law to establish work authorization and identity?
 Yes No

Have you ever worked at HARC? Yes No If yes, when? _____

Do you have any relatives working at HARC? Yes No

If yes, please provide the name/s and relationship/s: _____

EDUCATION AND TRAINING

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School			9 10 11 12	
College			1 2 3 4	
Graduate/Professional Trade/Business School				
Military Service	Branch	Start Date of Service	Discharge Date	

Do you have a valid driver's license? Yes No From what state? _____

Has your driver's license ever been suspended? Yes No

If yes, please explain: _____

Do you have specialized training, licenses, and/or certifications including DDS issued medication certification:

Has any license or certification you have held been surrendered, suspended or revoked for any reason? Yes No

If yes, please provide a detailed explanation: _____

EMPLOYMENT EXPERIENCE

Have you ever been dismissed, involuntarily terminated or forced to resign from employment? Yes No
If yes, please explain in detail: _____

Provide complete information on your last three employers.

Employer: _____ Telephone Number(s) _____

From (Month/Year): _____ To (Month/Year) : _____ Job Title _____

Address _____ Hourly Rate/Salary _____

Duties & Accomplishments _____

Supervisor (Name and Title) _____

Reason for leaving _____

May we contact this employer? Yes No

Employer: _____ Telephone Number(s) _____

From (Month/Year): _____ To (Month/Year) : _____ Job Title _____

Address _____ Hourly Rate/Salary _____

Duties & Accomplishments _____

Supervisor (Name and Title) _____

Reason for leaving _____

May we contact this employer? Yes No

Employer: _____ Telephone Number(s) _____

From (Month/Year): _____ To (Month/Year) : _____ Job Title _____

Address _____ Hourly Rate/Salary _____

Duties & Accomplishments _____

Supervisor (Name and Title) _____

Reason for leaving _____

May we contact this employer? Yes No

PROFESSIONAL REFERENCES

Give the names of two *professional* references (not related to you) who you have known at least one year. If you do not have two people from employment, you may use a person who knows you in an educational or other professional capacity:

<u>NAME</u>	<u>ADDRESS</u>	<u>HOME PHONE</u>	<u>BUSINESS PHONE</u>
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1. _____
2. _____

INFORMATION FOR AN INTERVIEW

If you are contacted for an interview, please bring the following information with you to the interview:

1. A copy of your GED, high school diploma or college degree;
2. Your driving history obtained from the Department of Motor Vehicles; and
3. Two written references and
4. Military discharge documents (if applicable).

AUTHORIZATION TO COLLECT BACKGROUND INFORMATION

I have applied for employment with HARC. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize representatives of HARC to obtain pertinent information from my previous employers, references, and other persons with knowledge of my work history and background, financial history, education, regulatory or police records, driving records, licensing status or professional designation, and character or reputation, and to consider the information provided by the background check when making decisions regarding my application, and if hired, my employment. I authorize all previous employers, references or other persons having knowledge of my record or myself to release such information to HARC and hereby release all persons from liability for any damage that may result from furnishing such information to HARC. A photocopy of this authorization may be accepted in lieu of the original.

Signature: _____ Date: _____

APPLICANT'S AGREEMENT AND CERTIFICATION

I certify that the answers given in this application are true to the best of my knowledge.

I understand that the use of this application form does not indicate that there are any positions open and does not in any way obligate **HARC**.

I understand that should I be granted an interview, no representations that may be made at the interview are to be construed as creating any obligation, promise or contract on behalf of HARC. Further, in consideration of my employment, I agree to conform to the policies and procedures of HARC, as they may from time to time be implemented or revised

I understand that false or misleading information given in my application, resumes, interview(s) or during the course of my employment may result in withdrawal of a job offer or discipline up to and including termination of employment, whenever the omission or falsehood is discovered.

I understand that direct deposit of my paycheck into a bank account is required by **HARC**.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I will be subject to a drug test and may be subject to a medical examination that I must pass before I commence work.

I have read, understood and agreed to these terms.

Signature of Applicant

Date