

BLACK RIVER AREA DEVELOPMENT CORPORATION

“An Equal Opportunity Employer”

APPLICATION FOR EMPLOYMENT

Instructions to Applicant:

Please fill in all spaces. If an item does not apply, write “N/A.” This application will not be valid and processed unless completed in full. You must identify the specific position for which you are applying as this application only applies to the position(s) for which you are applying. Furthermore, the position(s) must be open at the time of application for the application to be valid. This application will only be valid for a period of sixty days from the date of application.

Please print or type in ink clearly. Provide only the information requested. You must complete your own application. Failure to do any of the above will result in disqualification of your application.

Date of Application _____

Name _____ Social Security No. _____
LAST FIRST MIDDLE

Present address _____
NUMBER AND STREET APT. CITY STATE ZIP CODE TELEPHONE

Position(s) applying for: [Be specific.]

Note: For Head Start/Early Head Start positions, please indicate preferred Center Location:

Corning HS/Virginia Atkinson EHS Piggott HS/James W. Graves EHS Pocahontas Black River HS/EHS Walnut Ridge HS/EHS

Are you currently registered, licensed, or certified? ____ Yes ____ No

If yes, type: _____ Number: _____ State: _____ National: _____ Expiration Date: _____

Number of years of experience at that level: _____

From your review of the job functions for the position for which you are applying, are you able to perform the essential functions of the job with or without reasonable accommodation? ____ Yes ____ No

Wage or salary desired: \$ _____ Date available for work: _____

Is there any time of the day or night, or particular days of the week, including weekends, that you are unable to work?

____ Yes ____ No If yes, state when: _____

Type of employment desired: Full time ____ Part time ____

If part-time, please state the number of hours and what days you are available to work: _____

Is there any reason you could not be at work regularly on time? _____

How were you referred for employment? _____

Have you applied for work with BRAD before? ____ Yes ____ No If so, when? _____

Have you ever been previously employed by BRAD? ____ Yes ____ No If yes, when? from _____ to _____

Are you a current or former Head Start/Early Head Start Parent? ____ Yes ____ No

Can you travel if the job requires it? ____ Yes ____ No Are you willing to work overtime? ____ Yes ____ No

Are you presently employed? ____ Yes ____ No May we contact your present employer? ____ Yes ____ No

Why do you wish to change jobs? _____

Do you have any relatives working for BRAD? ____ Yes ____ No If yes, list the name and relationship: _____

NOTE: These questions are considered only for those positions where driving is an essential job function.

Do you have a driver's license? ___ Yes ___ No _____
STATE COMMERCIAL/OPERATOR'S NO. EXPIRATION DATE

Has your driver's license ever been suspended or revoked? ___ Yes ___ No If yes, explain: _____

PURSUANT TO FEDERAL TRANSIT ADMINISTRATION (FTA) REGULATIONS, ANYONE APPLYING FOR A SECTION 5311-PUBLIC TRANSIT JOB MUST CONSENT TO A PRE-EMPLOYMENT DRUG TEST AND GET A NEGATIVE VERIFICATION BEFORE BEING CONSIDERED.

Do you have the legal right to work in the United States? ___ Yes ___ No

(If hired, proof of status will be required.)

Have you ever been convicted of a crime by a civilian or military court (other than a minor traffic violation)? ___ Yes ___ No

If so, give details: _____

(Conviction of a crime is not an automatic bar to employment. All circumstances will be considered.)

PURSUANT TO ARK. CODE ANN. § 20-78-604,

THIS SECTION SHOULD BE COMPLETED ONLY BY HEAD START/EARLY HEAD START APPLICANTS.

Have you ever plead guilty or nolo contendere or been convicted of any of the following offenses by any court? ___ Yes ___ No

(1) Capital Murder; (2) 1st or 2nd degree Murder; (3) Manslaughter; (4) 1st or 2nd degree battery; (5) Aggravated assault; (6) 1st degree terroristic threatening; (7) Kidnapping; (8) 1st degree false imprisonment; (9) Permanent detention or restraint; (10) 1st or 2nd degree rape or carnal abuse; (11) 1st or 2nd degree sexual abuse; (12) 1st or 2nd degree violation of a minor; (13) Incest; (14) 1st degree endangering the welfare of a minor; (15) Permitting child abuse; (16) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, or use of a child or consent to use a child in a sexual performance by a child; (17) Distribution to minors; (18) Manufacture, delivery, or possession with intent to manufacture or deliver any controlled substance; (19) 3rd degree carnal abuse; (20) Sexual solicitation of a child; (21) Pandering or possessing visual or print medium depicting sexually explicit conduct involving a child; (22) Negligent homicide; (23) 1st degree assault; (24) Coercion; (25) Sexual misconduct; (26) Public sexual indecency; (27) Indecent exposure; (28) 2nd degree endangering the welfare of a minor; (29) Any felony or any misdemeanor involving violence or sexual misconduct; (30) Criminal attempt, criminal solicitation, or criminal conspiracy.

If so, give details: _____

Has five years passed since the date of conviction or plea of guilty or nolo contendere? ___ Yes ___ No

REFERENCES – List three personal references. Do not list former employers or relatives.

1. Name _____ Home Phone _____ Work Phone _____

2. Name _____ Home Phone _____ Work Phone _____

3. Name _____ Home Phone _____ Work Phone _____

EMPLOYMENT HISTORY - List all work history, beginning with the most recent. Include period(s) of military service and self-employment. Use additional pages if necessary. If you cannot recall any information, so note.

1. Dates Worked: From _____ to _____		Last Salary: _____	
Employer's Name	Address	Area Code	Phone Number
Job Title	Duties		
Supervisor's Name	Reason for Leaving		

2. Dates Worked: From _____ to _____		Last Salary: _____	
Employer's Name	Address	Area Code	Phone Number
Job Title	Duties		
Supervisor's Name	Reason for Leaving		

3. Dates Worked: From _____ to _____ Last Salary: _____

Employer's Name _____ Address _____ Area Code _____ Phone Number _____

Job Title _____ Duties _____

Supervisor's Name _____ Reason for Leaving _____

4. Dates Worked: From _____ to _____ Last Salary: _____

Employer's Name _____ Address _____ Area Code _____ Phone Number _____

Job Title _____ Duties _____

Supervisor's Name _____ Reason for Leaving _____

5. Dates Worked: From _____ to _____ Last Salary: _____

Employer's Name _____ Address _____ Area Code _____ Phone Number _____

Job Title _____ Duties _____

Supervisor's Name _____ Reason for Leaving _____

Please account for all periods of unemployment longer than three (3) months:

IF YOU ARE APPLYING FOR A CLERICAL POSITION, PLEASE COMPLETE THE FOLLOWING:

Do you have experience with Microsoft Office? Yes No If yes, list type and amount: _____

Typing: WPM _____

EDUCATION

	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	YEAR COMPLETED	GRADUATED?	DEGREE
High School	_____		1 2 3 4	Yes No	_____
College	_____		1 2 3 4	Yes No	_____
Other	_____		1 2 3 4	Yes No	_____

List any additional work experience, education, skills, information, licenses, certifications, special study, or research work relating to position applied for or of general interest not listed above:

Is any additional information necessary to enable a check of your records such as a change of name, use of an assumed name, or nickname? _____ Yes _____ No

If yes, please explain:

If hired, would you be willing to perform other jobs as needed? _____

All applicants are considered for employment without regard to race, color, sex, age, religion, national origin, disability, or military veteran status.

IMPORTANT: READ CAREFULLY

I hereby authorize all of my prior employers, credit bureaus, the officials of all schools which I have attended or been associated with, any person named above on this application blank, all public officials, and any other person or entity to give any information regarding my employment, personal habits, ability, criminal record, or any other relevant information they may have regarding me whether or not it is on their records. I hereby release said employers, schools, public officials and other persons and entities, from any and all liability for any damage whatsoever which might result from their revealing or furnishing this information.

I understand that an investigation may be made whereby information is obtained through personal interviews with neighbors, friends, and others with whom I am acquainted, as well as from credit bureaus. This may include information as to character, general reputation, personal characteristics, credit history or mode of living. I know that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of information concerning the nature and scope of this investigation.

I understand and accept that as part of the application and employment process, and/or during employment with BRAD, I may be asked to submit to physical examinations which may include testing for alcohol and drugs, and/or be fingerprinted, all in accordance with law. By signing this application, I hereby agree to submit to such examinations and release all persons and companies from any liability arising out of such examinations, tests and fingerprintings. I further agree that the examining person may disclose to BRAD or its representative the results of same.

If employed, I agree to conform to all policies, practices and procedures of BRAD and acknowledge that these may be changed, interpreted, withdrawn, or amended by BRAD at any time, at BRAD's sole option and without any prior notice to me. I consent and agree that BRAD shall have the right to search my personal property located on BRAD property, along with BRAD's desks, closets, et cetera, for the purpose of investigating possible violations of BRAD's rules/policies. This also includes access to my telephone conversations and e-mails or other types of electronic communications.

I further acknowledge that my employment, or any offer of employment, if such is made, may be terminated, with or without cause, and with or without prior notice, at any time, even after acceptance, at the option of BRAD or myself. I understand that no representative of BRAD has any authority to enter into any agreement with me of any nature and do hereby state that none has so been asserted to me by anyone.

I HEREBY STATE THAT ALL FACTS GIVEN ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND ANY MISREPRESENTATION OR OMISSION ON MY PART IS CAUSE FOR REJECTION OR TERMINATION.

Signature of Applicant

Date