



The Arc of Jefferson County

6001 Crestwood Boulevard
Birmingham, Alabama 35212
205-323-6383

APPLICATION FOR EMPLOYMENT

The Arc of Jefferson County is an equal opportunity employer and does not discriminate against qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

Date: ___/___/___

How did you find out about The Arc: Internet [] Arc Employee [] Newspaper [] Radio [] Other []

Please describe further how you found out about The Arc (i.e. website, employee name, etc...): _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: Home: _____ Cell: _____ Other: _____

Email Address: _____

Are you legally eligible to be employed in the United States? YES [] NO [] (If offered employment, you will be required to provide documentation to verify eligibility.)

Are you over the age of 18? YES [] NO [] Are you over the age of 21? Yes [] No []

Position Desired? _____

Preferred Shift(s): Day Program []:7:30-4:30 Residential []: Evening [] Night [] Full-Time [] Part-Time []

If hired, when would you be available for work? _____

Do you have relatives or friends who work for the company? YES [] NO [] If yes, who and where do they work? _____

Have you ever worked for this company before? YES [] NO []

If yes, where? _____ When? (Give Dates) _____ Position? _____

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Would you like to check your skill sets, interests, and/or hobbies below?

Cooking []

Fitness/Recreational []

Drama []

Music/Singing []

Arts & Crafts []

Dance []

Outdoor activities []

Communication []

Would you like to list any other skill sets, interests, or hobbies not listed above?

Educational Record:

High School: Number of Years Completed (*circle one*) 1 2 3 4

Diploma: _____ YES _____ NO GED _____ YES _____ NO

High School: _____ City/State _____

College and/or Vocational School:	City/State	Number of Years Completed (circle one)	Major	Degree Earned
		1 2 3 4		
		1 2 3 4		
		1 2 3 4		

PROFESSIONAL LICENSE OR MEMBERSHIP: (Omit any which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities)

Type of License (s) Held _____

State and License # _____ Expiration Date: _____

Other professional Membership? _____

In what studies did you excel? _____

List other training or degrees included in your education which are relevant to the duties of the position applied for:

Subject

Semester Hours

References: List three reliable persons, not relatives or employers, who know you well enough to give information about you.

Full Name and Address	Telephone Number(s)	Occupation or Relation

Employment Record: Beginning with your present, or most recent employment, list in reverse order periods of employment including U.S. Military Service. Give complete information especially about what kind or experience.

Name of Firm	Address	Telephone
Start Date/End Date	Beginning/Ending Salary	Supervisor
Type of Business	Your Position and Duties	
Reason for Leaving		

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Reason for Leaving		

Have you ever been discharged or asked to resign from any position? _____

If so, explain: _____

Are you presently employed? YES [] NO [] If yes, may we contact your present employer? YES [] NO [] If presently employed why are you considering leaving? _____

Can you perform the essential functions of the position for which you are applying? YES [] NO []

Certificate and Agreement of Applicant

(Please Read Carefully)

This Corporation is an equal employment opportunity employer.

1. I certify that all of the information provided by me on the application is true and correct. I further understand that false or misleading statements, or omissions of any kind in the application, or other forms, will result in the rejection of the application, or if such false statements or omissions are discovered after employment, employment will be terminated.

2. I agree, understand and authorize that the Corporation or its agents may investigate my background to verify any and all information provided by me. I authorize the persons or organizations referenced in this application to give the Corporation any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and release all such parties from all liability for any damages that may result from furnishing such information to this Corporation.

3. I also agree and understand that under the Fair Credit Reporting Act I have been told that this investigation may include an investigative consumer report, including information regarding my character, general reputation, personal characteristics and mode of living. If any such investigation results in denial of employment, I shall be so advised, the Corporation shall supply the name and address of the consumer reporting agency making the investigative report, and I will be given an opportunity to correct any misinformation contained in such report.

4. I agree to furnish such additional information and complete such examination (including employment and periodic physical examination and periodic test for controlled substances or alcohol) as may be required by the Corporation. I agree and understand that my initial and continued employment is contingent upon my submitting to such examination or tests when requested, and that refusal to take such examination will subject me to termination. I further understand, and agree, that anything I bring onto, or take from, the Corporation's premises, including my vehicle, is subject to search by the Corporation at any time for contraband or controlled substances.

5. If employed, I agree and understand that my employment is for no definite duration and may be terminated at will by either the Corporation or me. Additionally, the Employment Handbook, or any other statement of Corporation policy, is not a contract, cannot be construed as a contract, and cannot create a contract of employment of any kind. I understand the Employment Handbook and other policies, may be modified, supplemented, or rescinded at any time. I agree and understand that no employee of the Corporation has the authority to establish a contract of employment with me.

6. I agree and understand that should I be employed, I will not at any time or in any manner, either directly or indirectly, divulge, disclose or communicate to any person, firm, or corporation any information concerning patients of the Corporation. I understand that I may be asked to sign a confidentiality agreement consistent with this paragraph as a condition of employment.

Date

Signature

The Arc of Jefferson County
6001 Crestwood Blvd.
Birmingham, AL 35212

AUTHORITY TO RELEASE INFORMATION

TO: Norma Fredrickson
From: LaTerri Williams

Fax: 1-334-242-3144
Phone: 1-334-242-3112

To Whom It May Concern:

We are considering the person identified below for a position. Please provide information verifying previous employment with the Alabama Department of Mental Health and Mental Retardation.

I hereby authorize the Alabama Department of Mental Health and Mental Retardation (DMH/MR) and its employees and agents to release, within one year of this date, any and limited to job applications and supporting documentation, performance evaluations, disciplinary records, official forms of all manner, education records and or transcripts, licenses, certifications, reports of background checks and records of conviction. Such information will be used as part of an investigation to determine my qualifications for employment with The Arc of Jefferson County. I hereby release the DMH/MR and its employees and agents, including the custodian of such records, from any and all liability for any damages which might result to me, my family, or my heirs, as a result its release of information in compliance with, or pursuant to this authorization, or any attempt to comply with it. Should there be any question as to the validity or authenticity of this release, I may be contacted as indicated below.

Full Name Of Applicant: _____

Other Names Used: _____

Social Security Number: _____

Address: _____

FOR DEPARTMENT OF MENTAL HEALTH AND
MENTAL RETARDATION USE

The person identified above

- Was not employed with the Department of Mental Health/Mental Retardation.
- Was employed with the Department of Mental Health/Mental Retardation.

Dates of Employment _____

Identified in Termtrak Yes No

Resigned Yes No

Terminated Yes No

Recommended for Rehire? Yes No

TERMTRAK Administrator/Designee: _____

FULL NAME: _____
(No Initials) Signature

FULL NAME: _____
(No Initials) (Typed or Printed Name)

SOCIAL SECURITY NUMBER: _____

DATE: _____

CURRENT ADDRESS: _____

DATE OF BIRTH: _____

PLACE OF BIRTH: _____

WITNESS: _____

TITLE: _____ DATE: _____

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

DISCLOSURE AND ACKNOWLEDGMENT [IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]

The Arc of Jefferson County may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may include employment history and reference checks, criminal and civil litigation history information, motor vehicle records ("driving records"), sex offender status, credit reports, education verification, professional licensure, drug testing, Social Security Verification, and information concerning workers' compensation claims (only once a conditional offer of employment has been made). Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time after receipt of this notice, to request whether a consumer report has been run about you, and the nature and scope of any investigative consumer report, and request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Employment Screening Services, 2500 Southlake Park, Birmingham, AL 35244, toll-free 866.859.0143, www.es2.com or another outside organization. The scope of this notice and authorization is all-encompassing; however, allowing, The Arc of Jefferson County to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York and Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by Employer by contacting the consumer reporting agency identified above directly. You may also contact the Company to request the name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which the Company shall provide within 5 days.

New York applicants or employees only: Upon request, you will be informed whether or not a consumer report was requested by Employer, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report.

Oregon applicants or employees only: Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that the Company has not maintained secured records is available to you upon request.

Washington State applicants or employees only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by ESS, 2500 Southlake Park, Birmingham, AL 35244, toll free 866.859.0143, www.es2.com, or another outside organization acting on behalf of The Arc of Jefferson County. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

California applicants or employees only: By signing below, you also acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law.

Minnesota and Oklahoma applicants or employees only: Check this box if you would like to receive a free copy of a consumer report if one is obtained by the Company.

New York applicants or employees only: By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

Signature of Employee or Prospective Employee

Date

APPLICANT INFORMATION: TO BE COMPLETED BY APPLICANT: PLEASE USE BLACK INK

The following is for identification purposes only to perform the background check and will not be used for any other purpose.

Print: Last Name	First Name	Middle Initial	
Date of Birth	Social Security Number	Driver's License Number	State
Current Address:	City	State	Zip Code
Previous Address (Past 7 Years):	City	State	Zip Code
Alias Names (Other names I have been known by):			
Degree Obtained	Year Graduated	Name of School	City and State of School

Para informacion en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed

or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore .
- You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identity theft victims and active duty military personnel have additional rights. For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:

1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.

b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:

2. To the extent not included in item 1 above:

a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks

b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act

c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations

d. Federal Credit Unions

3. Air carriers

4. Creditors Subject to Surface Transportation Board

5. Creditors Subject to Packers and Stockyards Act, 1921

6. Small Business Investment Companies

7. Brokers and Dealers

8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations

9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

CONTACT:

a. Consumer Financial Protection Bureau
1700 G Street NW
Washington, DC 20552

b. Federal Trade Commission: Consumer Response Center- FCRA
Washington, DC 20580
(877) 382-4357

a. Office of the Comptroller of the Currency
Customer Assistance Group
1301 McKinney Street, Suite 3450
Houston, TX 77010-9050

b. Federal Reserve Consumer Help Center
P.O. Box 1200
Minneapolis, MN 55480

c. FDIC Consumer Response Center
1100 Walnut Street, Box #11
Kansas City, MO 64106

d. National Credit Union Administration
Office of Consumer Protection (OCP)
Division of Consumer Compliance and Outreach (DCCO)
1775 Duke Street
Alexandria, VA 22314

Asst. General Counsel for Aviation Enforcement & Proceedings
Aviation Consumer Protection Division
Department of Transportation
1200 New Jersey Avenue, SE
Washington, DC 20590
Office of Proceedings, Surface Transportation Board
Department of Transportation
395 E Street S.W.
Washington, DC 20423

Nearest Packers and Stockyards Administration area supervisor

Associate Deputy Administrator for Capital Access
United States Small Business Administration
409 Third Street, SW, 8th Floor
Washington, DC 20416

Securities and Exchange Commission
100FStNE
Washington, DC 20549

Farm Credit Administration
1501 Farm Credit Drive
Mclean, VA 22102-5090

FTC Regional Office for region in which the creditor operates or
Federal Trade Commission: Consumer Response Center- FCRA
Washington, DC 20580
(877) 382-4357