



Dear Applicant,

Since 1954, The Arc Gateway, Inc. has been opening doors in our community for children and adults with developmental disabilities. Through fiscal stability, staff expertise and community presence, The Arc Gateway is committed to increasing opportunities for children and adults with developmental disabilities to live, learn, work and play in our community.

We take great care in selecting new employees. It is our intent to hire the most qualified personnel available to provide the best care and service possible to the persons we serve.

I hope you find that our application process is easy to follow. If you have any questions about employment opportunities, please feel free to contact our Human Resources Office at 432-8404 ext 8.

Equal Employment Opportunity is THE LAW

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

Applicants to and employees of companies with a Federal government contract or subcontract are protected under the following Federal authorities:

Race, Color, Religion, Sex, National Origin

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

Individuals with Disabilities

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of a disability and requires affirmative action to employ and advance in employment qualified individuals with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

Vietnam Era and Special Disabled Veterans

38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans and qualified special disabled veterans.

Any person who believes a contractor has violated its non-discrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), Employment Standards Administration, U.S. Dept. of Labor (DOL), 200 Constitution Avenue, N.W., Washington, D.C. 20210 or call (202) 219-9368 (DOL's toll-free TDD number for individuals with hearing impairments is (800) 326-2577, or an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

PRIVATE EMPLOYMENT, STATE AND LOCAL GOVERNMENTS, EDUCATIONAL INSTITUTIONS

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

Race, Color, Sex, National Origin

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment, on the basis of race, color, religion, sex or national origin.

Disability

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employers with disabilities from discrimination in hiring, promotion, discharge, pay, job, training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.

Age

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.

Sex (Wages)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Retaliation against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by all of these Federal laws.

If you believe that you have been discriminated against under any of the above laws, you should immediately should contact:

The U.S. Equal Employment Opportunity Commission (EEOC), 1801 L Street, N.W., Washington, D.C. 20507 or an EEOC field office by calling toll free (800) 669-4000. For individuals with hearing impairments, EEOC's toll free TDD number is (800) 800-3302

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Race, Color, National Origin, Sex

In addition to the protection of Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal assistance.

Individuals with Disabilities

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of a disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with reasonable accommodations, can perform the essential functions of a job.

If you believe you have been discriminated against in a program of any institution which receives Federal assistance, you should immediately contact the Federal agency providing such assistance.

EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

Prohibitions

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against any employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

Exemptions*

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm and guard), and of pharmaceutical manufacturers, distributors and dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

Examinee Rights

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

Enforcement

The Secretary of Labor may bring court actions to restrain violations and assess civil penalties up to \$10,000 against violators. Employees or job applicants may also bring their own court actions.

Additional Information

Additional information may be obtained and complaints of violations may be filed, at local offices of the Wage and Hour Division, which are listed in the telephone directory under U.S. Government, Department of Labor, Employment Standards Administration.

The law requires employers to display this where employees and job applicants can readily see it.

**The law does not pre-empt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.*

FLORIDA LAW PROHIBITS DISCRIMINATION

Based on race, color, religion, sex, national origin, handicap, age or marital status.

Persons denied equal employment opportunity based on these conditions may file a complaint with the

Florida Commission on Human Relations
325 John Knox Road, Bldg. F, Suite 240
Tallahassee, Florida 32303-4149
Call: 1-800-342-8170



Application for Employment

PLEASE READ BEFORE SIGNING THIS APPLICATION FORM

I certify that all answers given by me are true, accurate and complete. I understand falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered. I authorize investigation of all statements and information contained in this application or information obtained from other sources and not included on application. I release from all liability any employer or employer representative supplying such information. I also release The Arc Gateway, Inc. and its representatives from all liability that might result from making an inquiry.

Last Name		First	Middle	Social Security Number	
Present Street Address		City	State	Zip	
Permanent Street Address		City	State	Zip	
Cell Phone	Home/Work Phone		Are you 18 years or older? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you applying for: FT <input type="checkbox"/> PT <input type="checkbox"/> Relief <input type="checkbox"/>	
E-mail Address:					
Position Applying For	Date Available	Salary Desired	Have you applied at The Arc Gateway before? When and where No <input type="checkbox"/> Yes <input type="checkbox"/>		
Are you currently employed? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we inquire of your present employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you ever been discharged from any employment or asked to resign? No <input type="checkbox"/> Yes <input type="checkbox"/> (if yes, please explain in space provided below)			
Where did you learn of this job opening? <input type="checkbox"/> In-house announcement <input type="checkbox"/> Internet <input type="checkbox"/> The Arc Gateway website <input type="checkbox"/> Referral (please specify) _____					
Times Available (Indicate hours available) Anytime (day, night, overnight, weekends) <input type="checkbox"/>		Weekends <input type="checkbox"/> Times:	Days <input type="checkbox"/> Times:	Overnight <input type="checkbox"/> Times:	Evenings <input type="checkbox"/> Times:
Name & Address of High School		Years Attended	Diploma/Degree	Major/Minor	
Name & Address of College					
Name & Address of Trade/Business School					
Subjects of special study or research work					
Special skill or experience:					
Activities and or organizations (professional, civic, volunteer, athletic, etc.):					

The Arc Gateway, Inc. is an Equal Opportunity Employer

EMPLOYMENT HISTORY	Name & Address of <u>most recent</u> employer:		Position Held	Employment Dates From:	To:
	E-mail Address: _____		Your Supervisor:	Phone:	
	Describe Job Duties:				
	Name & Address of next <u>most recent</u> employer:		Position Held:	Employment Dates From:	To:
	E-mail Address: _____		Your Supervisor:	Phone:	
	Describe Job Duties:				
	Name & Address of next <u>most recent</u> employer:		Position Held:	Employment Dates From:	To:
	E-mail Address: _____		Your Supervisor:	Phone:	
	Describe Job Duties:				
PERSONAL REF #1	Reference (must NOT be related to you and you must have known for one year, and NOT a current employee of The Arc Gateway) Name & Address: _____ Phone: _____ E-mail Address: _____				
	Occupation:			Number of years acquainted:	
PERSONAL REF #2	Reference (must NOT be related to you and you must have known for one year, and NOT a current employee of The Arc Gateway) Name & Address: _____ Phone: _____ E-mail Address: _____				
	Occupation:			Number of years acquainted:	
PERSONAL REF #3	Reference (must NOT be related to you and you must have known for one year, and NOT a current employee of The Arc Gateway) Name & Address: _____ Phone: _____ E-mail Address: _____				
	Occupation:			Number of years acquainted:	

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

Signature

Date

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Release of Information Authorization

As required by Chapter 85-54, Laws of Florida, reference checks must be completed on applicants in order for them to be employed in a position such as caregiver of children or developmentally disabled persons for The Arc Gateway, Inc. Your company has been given an employer reference, either past or present.

APPLICANT NAME: _____

In evaluating my suitability for employment, I hereby authorize The Arc Gateway, Inc. (hereafter referred to as Organization) to perform the necessary checks of my credentials as allowed by law including, but not limited to, discussions with supervisors, co-workers, friends, business associates, current and/or prior employers, or other individuals that the Organization, in its sole discretion, believes may have relevant information regarding my suitability for employment. I further authorize the Organization to perform checks with the appropriate law enforcement/governmental agencies to determine suitability, as defined by law, or other such checks as the Organization deems appropriate.

I agree not to assert any claims or causes of action of any kind against the Organization, its agents, its employees, or any Individual or business contacted by the Organization arising out of the Organization's Investigation. I further release and forever discharge the Organization, its agents, its employees, and the Individuals and companies contacted as part of this investigation from any and all claims, demands, damages, actions, causes of action, or suits of any kind or nature whatsoever arising from the Organization's investigation of my credentials. I acknowledge that the Organization has made no representations of any kind as to whether employment will be offered or continued at the conclusion of its investigation.

Signature

Date