



**YESS 2018
STAFF APPLICATION**



The Arc is looking for 35-40 high energy, creative individuals to work with Special Education students ages 5-22 for our 2018 **Recreational** Staff.. Applicants must be able to work from May 21st – August 3 (10 weeks plus 1 week of in-service) Work hours will vary but must be able to work 8AM-5PM.

We also have a camp for adults called Camp Pride. It runs from July 30- August 2.
 If you would like to work this camp too, please check the box.

Application deadline is **February 28, 2018**. Applicants will be notified **by March 9th, if you will be employed**.

This form can be found on our website at arc-sedgwickcounty.org

Please mail or email applications to:
The Arc
2919 W. 2nd Street
Wichita, KS 67203
Attn: Mike Kelly – or
MKelly@arc-sedgwickcounty.org

Full Name _____ E-Mail _____
Phone Numbers: (Home) _____ (Cell) _____

Thank You!

If interview is needed please list the best time & phone number to contact you.

Best Time: _____ Phone: _____

Please list two professional (2) references:

- 1. Name: _____ Phone Number: _____
- 2. Name _____ Phone Number: _____

**Thank you for completing this application.
If you have any questions, please call 316-943-1191**

**This is a temporary seasonal position
Please indicate extended time off. (include dates and reason)**



Employment Application

Date: _____

General Information

Last Name First Name Initial Social Security No.

Address Home Telephone

City, State, Zip Message Telephone

Position Applied For Salary Desired

Date Available Hours Available

Are you able to perform the essential job functions of the position you are applying for with or without reasonable accommodations? ___Yes ___ No
Do you have a valid driver's license? ___ YES ___ NO
Drivers Lic #: _____ State Issued: _____

If hired, will you be able to work overtime? ___ YES ___ NO

Are you at least 18 years of age? ___ YES ___ NO If under 18, do you have a work permit? ___ YES ___ NO

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by court? A yes response does not automatically disqualify your application.
If yes, please explain. ___ YES ___ NO

Education Information

School Address Major Studies Degree, Diploma, License or Certificate (type and date)

High School City State Graduate

Vocation/Business/Other City State Certificate

College/university City State Degree

College/university City State Degree

Graduate City State Degree

Other Special Knowledge, Skills or Qualifications (office skills, technical equipment or training)

Military Service (list dates, ranks and training)

Emergency Contacts

Name Address Phone Relationship

Name Address Phone Relationship

Employment History

List all employers, starting with the most recent position. All information must be completed. You may attach a resume, but not in place of completing the required information.

Most Recent Employer

Is this your current employer? ___ YES ___ NO

May we contact this employer for references? ___ YES ___ NO

Employer Name

Employer Address

Supervisor's Name

Supervisors Phone

Employed From

Employed To

Job Title

Starting Salary

Ending Salary

Job Duties and Responsibilities

Reason for Leaving

Next Most Recent Employer

May we contact this employer for references? ___ YES ___ NO

Employer Name

Employer Address

Supervisor's Name

Supervisors Phone

Employed From

Employed To

Job Title

Starting Salary

Ending Salary

Job Duties and Responsibilities

Reason for Leaving

Next Most Recent Employer

May we contact this employer for references? ___ YES ___ NO

Employer Name

Employer Address

Supervisor's Name

Supervisors Phone

Employed From

Employed To

Job Title

Starting Salary

Ending Salary

Job Duties and Responsibilities

Reason for Leaving

Next Most Recent Employer

May we contact this employer for references? ___ YES ___ NO

Employer Name

Employer Address

Supervisor's Name

Supervisors Phone

Employed From

Employed To

Job Title

Starting Salary

Ending Salary

Job Duties and Responsibilities

Reason for Leaving

Certification and Authorization: The above information is true and correct. I authorize the Company to inquire into my education, past employment history, and references as needed to research my qualifications for this position. I hereby acknowledge that I have read and agree to the above statements.

Signature _____ Date _____