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 – July 27th (9 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   Do you have a valid driver's license?   ____ YES ____ NO
the position you are applying for with or without reasonable
accommodations? ____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 _____