



**YESS 2019
STAFF APPLICATION**

The Arc is looking for 35-40 high energy, creative individuals to work with Special Education students ages 5-21 for our 2019 **Recreational** Staff. Applicants must be able to work from May 20th – August 2nd (10 weeks plus 1 week of in-service) Work hours will vary but must be able to work 8AM-5PM.

Tot Group: 5-8 Youth Group: 9-12 Teen Group: 13-15 High School: 15-18 YAC Group: 18-21

We also have a camp for adults called Camp Pride. It runs from July 29- August 1.
 If you would like to work this camp too, please check the box. (This is during Week 10)

Application deadline is **February 28, 2019**. First round of applicants will be notified **by March 8th, if you will be employed**. Please note: We will be hiring the minimum requirement at this time, another round of hiring could happen later due to student registration numbers.

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: Krystian Fish – or
krystianfish@arc-sedgwickcounty.org

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

What two groups are you interested in or most comfortable with? _____

Thank You!

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

Best Time: _____ Phone: _____

Please list two (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
Include dates and reason If you want to request time off**



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

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Job Duties and Responsibilities

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Next Most Recent Employer

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

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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 _____