

# ARC Management Services, Inc.

AN EQUAL OPPORTUNITY EMPLOYER

## APPLICATION FOR EMPLOYMENT

PLEASE READ BEFORE COMPLETING THIS APPLICATION

It is the policy of ARC Management Services, Inc. to provide equal employment opportunity to all qualified persons without regard to citizenship, race, color, creed, religion, sex, age, sexual orientation, national origin, disability or handicap, or veteran status.

This application will be given every consideration, but its receipt does not imply that there are any positions open, or that an applicant will be employed. Only applicants meeting the minimum requirements for a position as determined by Ambulatory Resource Centres, Inc. will be considered for employment. Should more than one qualified person make application, ARC Management Services, Inc. reserves the right to select the applicant, in its opinion, with the best qualifications.

A clear understanding of your background and work history will aid us in assessing your qualifications. An incomplete application may be rejected. Please PRINT all information in a legible form using ink.

Name

\_\_\_\_\_

Last

\_\_\_\_\_

First

\_\_\_\_\_

Middle

Other names used in prior employment: \_\_\_\_\_

Present  
Address:

\_\_\_\_\_

Number

\_\_\_\_\_

Street

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

How long have you lived at this address? \_\_\_\_\_

Telephone Number:

Social Security No.

\_\_\_\_\_

Area Code

\_\_\_\_\_

Number

Position Applied For: \_\_\_\_\_

FT

PT

PRN

Are you able to perform all the job-related functions of the job? Yes \_\_\_\_\_

No \_\_\_\_\_

\_\_\_\_\_

If no, please describe \_\_\_\_\_

Have you ever been convicted of anything other than a minor traffic violation? \_\_\_\_\_

If yes, explain: \_\_\_\_\_

(Conviction of such a crime does not constitute an absolute bar to employment)

Do you have any relatives currently working for ARC Management Services, Inc. or any of its affiliated companies?

Yes \_\_\_\_\_

No \_\_\_\_\_

If yes, please list the name(s): \_\_\_\_\_

## EDUCATION

School	Name & Address of School	Year Graduated College or Other	Highest Grade Completed	Course of Study	Diploma or Degree
High School					
College					
Other (Specify)					

Have you served in the U.S. Armed Forces?      Yes \_\_\_\_\_ No \_\_\_\_\_

Did you receive any special training? \_\_\_\_\_

If so, explain \_\_\_\_\_

**For Administrative Personnel:**

Typing \_\_\_\_\_ wpm    Shorthand \_\_\_\_\_ wpm    Dictating Equipment \_\_\_\_\_ wpm    10 Key \_\_\_\_\_

With what software are you proficient?

Word Processing:    Word Perfect \_\_\_\_\_  
                                  Microsoft Word \_\_\_\_\_  
                                  Other \_\_\_\_\_

Worksheet:            Lotus 123 \_\_\_\_\_  
                                  Microsoft Excel \_\_\_\_\_  
                                  Other \_\_\_\_\_  
                                  \_\_\_\_\_  
                                  \_\_\_\_\_

**For Professional Personnel Only:**

Shift Availability (check one)    Day \_\_\_\_\_ Evening \_\_\_\_\_ Night \_\_\_\_\_

Licensed As:

State \_\_\_\_\_ Current License No. \_\_\_\_\_  
 State \_\_\_\_\_ Current License No. \_\_\_\_\_  
 State \_\_\_\_\_ Current License No. \_\_\_\_\_

Have any license privileges been suspended or revoked?

If so, why and where? \_\_\_\_\_

## EMPLOYMENT RECORD

Starting with Present or Most Recent, list all previous employers. Include self-employment, summer, part-time jobs and any period of unemployment. If you need more space, please continue on a separate sheet. Please indicate any change of name or assumed name used in work experiences. Any gaps in information will cause this to be rejected as an incomplete application.

1.

Name & Address of Company:	Employed from _____ to _____
_____	Position Held _____
_____	Name of Supervisor _____
_____	Description of Duties _____
Phone: _____	_____
Ending Salary \$ _____	_____
Reason for leaving _____	_____

2.

Name & Address of Company:	Employed from _____ to _____
_____	Position Held _____
_____	Name of Supervisor _____
_____	Description of Duties _____
Phone: _____	_____
Ending Salary \$ _____	_____
Reason for leaving _____	_____

3.

Name & Address of Company:	Employed from _____ to _____
_____	Position Held _____
_____	Name of Supervisor _____
_____	Description of Duties _____
Phone: _____	_____
Ending Salary \$ _____	_____
Reason for leaving _____	_____

4.

Name & Address of Company:	Employed from _____ to _____
_____	Position Held _____
_____	Name of Supervisor _____
_____	Description of Duties _____
Phone: _____	_____
Ending Salary \$ _____	_____
Reason for leaving _____	_____

If you are now employed, may we contact your employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you now or have you ever been employed by ARC Management Services, Inc.? \_\_\_\_\_ If so, when and where? \_\_\_\_\_

If presently employed, why do you desire to change your position? \_\_\_\_\_

PERSONAL REFERENCES

Name of Three Persons, Not Relatives, Who May Be Contacted at The Present Time.

Name	Address	Telephone Number	Occupation

I authorize investigation of all statements contained in this application (if I am considered for employment) and hereby authorize previous employers, personal references named, or any other person or persons to whom the company may refer, to give any and all information regarding my background if requested.

In the event of my employment to a position at ARC Management Services, Inc., I will comply with all rules and regulations as set forth in ARC Management Services, Inc.'s policy manual or other communications distributed to all employees. If a job offer is made, I agree to complete a health evaluation which may include a physical examination by a doctor selected by ARC Management Services, Inc. (at ARC's expense). Additionally, I authorize ARC Management Services, Inc. to supply my employment record in whole or in part to only those agencies having legal and proper interest. Also, in the event of my employment by ARC Management Services, Inc., I grant permission to use my photograph in connection with its advertising and public relations programs.

I hereby certify that I have read all the above statements and understand the same and that all statements made by me are true and accurate to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that any false statements or material omissions may be grounds for refusal to hire, or for immediate dismissal. I certify that I am at least 18 years old and am legally authorized to work in the United States.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between (ARC Management Services, Inc.) (the facility) and myself for either employment or the providing of any benefit. I further understand that if I am employed by (ARC Management Services, Inc.) or subsidiaries (employer), that my employment will be for no definite term (at-will) and that either I, or (employer), will have the right to terminate the employment relationship at any time, with or without cause. I also understand that this status can only be altered by a written contract of employment which is specific to all material terms and is signed by me and (an officer of the employer).

I understand that as a condition to this application and any employment with ARC Management Services, Inc. I may be required to submit to testing for the presence of drugs or alcohol. I hereby consent to such testing. I further acknowledge that no promises regarding employment have been made to me, and that no promise or guarantee is binding upon (employer) unless made in a written contract of employment as described above.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date