

Dear Applicant,

Thank you for applying for a position with the Arc of Clark County.

The Arc is a nonprofit human service organization that traces its roots to a Vancouver area group formed in 1936. Then, as now, the Arc is dedicated to improving the lives of people with developmental disabilities of all ages and their families in Clark County. Our programs promote dignity, independence, equality and self-determination for people with developmental disabilities.

We value our staff and have high expectations for everyone as we work daily to fulfill our mission statement:

*“Dedicated to providing, supporting and promoting public awareness and acceptance, informed personal decision making, safety and well-being of individuals with developmental disabilities.”*

Please answer every question on this application form completely, even if the information is contained in your resume. Your careful completion of this Application for Employment and thoughtful responses to the questionnaire reflect the sincerity of your interest in the position for which you are applying. The Arc of Clark County is an Equal Opportunity Employer.

This application may be mailed to Arc of Clark County, PO Box 2608, Vancouver WA 98668; delivered to 9415 NE Fourth Plain Rd, Vancouver WA 98662; faxed to 360-896-7382 or emailed to [hr@arcoclarkcounty.org](mailto:hr@arcoclarkcounty.org)

## APPLICATION FOR EMPLOYMENT

Last Name	First Name	Middle Initial	Date
Street Address			Home Phone Number
City, State, Zip			Alternative Phone Number
Full Time _____ Part Time _____	Position Desired:		Date Available
Salary Desired _____			
Have you ever applied for employment with us? _____ Have you ever worked for us before? _____			
When?			
Are you employed now?		How did you hear about our organization?	

### Educational Background

Highest grade completed: _____ List year obtained for the following: General Education Diploma (GED): _____ High School Diploma: _____ Associate Degree: _____ Undergraduate Degree: _____ Master's Degree: _____ PhD: _____ List all continuing education below (most recent first)– College, Business School, Military, Etc.		
Name and Location of Institution:	Dates Attended	Major or Primary Subjects Taken

### General Information

Is there any reason you would be unable to perform the duties of this position as presented in the job description?
Language fluency other than English: _____ Special Skills: _____
In case of emergency, notify: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Name</span> <span>Relationship</span> <span>Phone#</span> </div>
<b>If driving is required for this position, please answer the following questions:</b>
Do you have a valid driver's license? _____ Number _____ Exp. Date: _____
Are there currently any restrictions on, or limitations to, your driving privilege? _____ YES _____ NO
If yes, please explain:
Has your driving privilege been suspended/revoked within the last 3 years? _____ YES _____ NO

**Employment History** (List your last four employers, starting with your most recent employer)

<b>Began / Ended</b> (specify month & year)	<b>Employer</b>		<b>Wages / Salary</b> (specify per hour/month/year, etc)	<b>Position Title</b>	<b>Reason for Leaving</b>
	Name:	Address:			
<b>Job Duties</b>					
<b>Supervisor</b>		<b>Job Title</b>		<b>Phone #</b>	
<b>Other Contact</b>		<b>Job Title</b>		<b>Phone #</b>	

  

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<b>Other Contact</b>		<b>Job Title</b>		<b>Phone #</b>	

May we contact your current employer? \_\_\_ YES \_\_\_ NO

**References**

Name	Phone#	Business	Years Known

**Applicant's Statement**

I certify that all the information submitted by me on this Application for Employment and its supplements is true and complete and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected and, if I am employed, any false statements will be considered as a cause for possible termination.

I understand and agree that if I am hired by the Arc of Clark County, my employment relationship with the Arc of Clark County is at will. This means that, just as I have the right to end my employment with the Arc of Clark County at any time, for any reason or no reason, with or without notice, the Arc of Clark County has the right to end my employment with the Arc of Clark County for any reason except discrimination based on race, color, sexual preference, creed, sex, age, marital status, political or union affiliation, national origin or disability, or for no reason, with or without notice. This application is valid for the currently available position only, and will not be considered for future openings. I understand that I must reapply when future openings are announced.

Date \_\_\_\_\_ Signature \_\_\_\_\_

The Arc of Clark County  
Job Application - Background

Name:

What is your definition of a developmental disability?

Do you have your own transportation?      \_\_\_\_\_YES      \_\_\_\_\_NO

Can you work in any area of Clark County?      \_\_\_\_\_YES      \_\_\_\_\_NO  
If no, please explain:

Why do you want to work for the Arc of Clark County?

Have you ever worked on a one-to-one basis with a person with developmental disabilities?  
\_\_\_\_\_Yes      \_\_\_\_\_No  
If yes, please describe:

**Assess your strengths and weakness.**

(Please tell how your strengths and weaknesses would hinder or facilitate your ability to carry out the specific duties of the job for which you are applying. See the job description for a complete listing of the duties.)

**Strengths:**

**Weaknesses:**

**What is your previous experience in keeping data, writing objectives and task analysis?**

**For participation in this program, continuing education/training is required. What would be your goals and areas of interest in advancing your development?**

**What concerns do you have about working with persons with developmental disabilities?**

**Check one: A person with developmental disabilities needs:**

**special treatment**

**no special treatment**

**protection**

**pity**

**Explain:**

**How do you define normalization?**