



MEMORANDUM

TO: All Applicants

FROM: Human Resources Department

In order to be considered for employment you **must** be at least **21** years of age and **provide copies of the following with your completed application for employment:**

- A copy of your valid Louisiana Driver's License
- A copy of your High School Diploma or GED
- Three (3) letters of reference

Applications will be accepted until position(s) are filled.

For additional information about the position(s) you are applying for, you can review copies of the Job Descriptions by clicking on the position you are interested in on our website, Terrebonnearc.org, or you can ask to review copies of them at the Front Desk.

Upon Hire, the following documents will be required:

- Original social security card which matches the name on your Driver's license
- Proof of auto insurance
- Proof of Covid-19 vaccination or medical/religious exemption

Thank you for applying with our agency!

Terrebonne ARC
Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Applicant name: _____ Date: _____

Position(s) applied for or type of work desired: (Check all that Apply)

☐ DSW T.E. 1 ☐ DSW T.E. 3 ☐ PCA ☐ Food Tech ☐ Bus Driver ☐ Adm. Floater

☐ Floater T.E. 1 ☐ DSW Options ☐ CLS ☐ Residential Floater ☐ Community Home Manager

☐ Other(Specify): _____

Address: _____ City, State, Zip: _____

Telephone #: _____ Email Address: _____

Type of employment desired: _____ full-time _____ part-time _____ temporary (Check all that applies)

Wage or Salary Desired: _____ Date you will be available to start work: _____

Do you have any objection to working overtime if necessary? _____ Yes _____ No

Can you travel if required by this position? _____ Yes _____ No

Have you ever been previously employed by TARC? _____ Yes _____ No If so, when _____

Can you submit proof of legal employment authorization and identity? _____ Yes _____ No

Do you have a valid Louisiana Driver's License? _____ Yes _____ No

Do you currently work at another provider agency? _____ Yes _____ No

Are you at least 21 years of age? _____ Yes _____ No

Have you ever been convicted of a felony? _____ Yes _____ No

What brought you to this organization? _____

Aliases (Please list any other Names Used in your lifetime - Married, Maiden etc...)

First Name	Middle Name	LAST Name	Suffix

Terrebonne ARC
Application for Employment

Employment History - Please provide information of your current & past 10 years of employment. If you have had more than 4 employers and need more space, provide this information on another sheet and attach to this application.

Employer: _____ Telephone#: _____
Position held: _____
Address: _____ City, State, Zip: _____
Immediate supervisor and title: _____
Dates employed: From: _____ To: _____ Salary: _____
Job summary: _____
Reason for leaving: _____

Employer: _____ Telephone#: _____
Position held: _____
Address: _____ City, State, Zip: _____
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Employer: _____ Telephone#: _____
Position held: _____
Address: _____ City, State, Zip: _____
Immediate supervisor and title: _____
Dates employed: From: _____ To: _____ Salary: _____
Job summary: _____
Reason for leaving: _____

May we contact your present employer? _____ Yes _____ No

Do you have a High School Diploma or GED? _____ Yes _____ No

Terrebonne ARC
Application for Employment

Educational History

High School:		Location:	
Years attended:		Diploma:	
College:		Location:	
Years attended:		Diploma:	
Technical:		Location:	
Years attended:		Diploma:	
GED:		Location:	
Other:		Location:	
Years attended:		Diploma:	

Other Skills and Qualifications:

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

References

List 3 references

Name: _____ Telephone #: _____
Address: _____ City, State, Zip: _____

Name: _____ Telephone #: _____
Address: _____ City, State, Zip: _____

Name: _____ Telephone #: _____
Address: _____ City, State, Zip: _____

Name of friends or relatives working at TARC:

Name:		Friend or Relative?	
Name:		Friend or Relative?	
Name:		Friend or Relative?	

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I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all-previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either the employer or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment with TARC.

SS#: _____

SIGNED: _____ DATE: _____

Revised: 9/1/2022