



**Application for Employment  
Lafayette Association for Retarded Citizens  
303 New Hope Road  
Lafayette, La 70506**

TODAY'S DATE  
\_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

LARC is an Equal Opportunity Employer. This company does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law. Hiring, transferring and promotion practices are performed without regard to the above listed items.

**Please Print in Blue or Black Ink**

**I AM APPLYING FOR:**

PCA: Personal    SIL: Supported    Center    Residential    Vocational    Van  
Care Attendant  Independent Living  Based Respite  Group Homes  Services  Driver  Other \_\_\_\_\_

**SOCIAL SECURITY NO:** \_\_\_\_\_

**FULL NAME**    Last                      First                      Middle

**ADDRESS**                      Street / P.O. Box City                      State                      Zip Code

**TELEPHONE**                      Home: \_\_\_\_\_ Cell: \_\_\_\_\_                      Alternate Number: \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**All questions and statements must be answered in full or your application will not be processed.**

**Have you ever been convicted of a crime other than a minor traffic violation?**  Yes  No

**Have you ever been convicted of sex related and/or child/adult abuse?**  Yes  No

**Convicted** means you were declared guilty by a judge or jury or you pleaded guilty in court. A conviction may have taken place even if you did not pay a fine or spend time in jail or in prison. A conviction could have been for either a misdemeanor or a felony. A minor traffic violation is an infraction for which you would be ticketed. Driving while under the influence, driving with a suspended license, reckless driving, leaving the scene of an accident & vehicular homicide are not minor traffic violations. A criminal history investigation is done on each new employee, and employment with LARC is conditional, subject to the findings of a criminal history and motor vehicle report. Answering yes to this question does not automatically disqualify you for employment; however, information obtained from the investigation will be used in the employment review process.

**If yes, it is mandatory that you complete this section.** List each offense: date, charge, city, state and disposition.

\_\_\_\_\_  
\_\_\_\_\_

**Have you previously been employed by LARC?**  No  Yes Dates: \_\_\_\_\_ to \_\_\_\_\_

**Do you have any relatives who are currently employed at LARC?**  Yes  No

If yes, enter Name, Position, Department where employed and relationship for each relative on the lines below.

\_\_\_\_\_  
\_\_\_\_\_

**Are you authorized to work in the U.S.?**  Yes  No

Due to Insurance purposes, individuals must be **21 years** or older to be employed at L.A.R.C.

**Are you at least 21 years of age?**  YES  NO

**How did you hear about employment opportunities at LARC?**

Louisiana Works                       Walk-in                       Friend \_\_\_\_\_  
 Newspaper Advertisement                       Web site                       Relative \_\_\_\_\_

(Names must be provided!)

Circle last year completed	Grade, Trade, or High School		Technical or Business School, College		Graduate School	
	1 2 3 4 5 6 7 8 9 10 11 12		1 2 3 4		1 2 3 4 5 6	
Institution	Graduated? Date? **	Degree or Diploma	Name and Address of School(s)		Major Course of Study	Minor Course of Study

**HIGH SCHOOL**

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**COLLEGE**

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**COLLEGE**

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**BUSINESS, TRADE SCHOOL, OTHER**

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\*\* If called for an interview, you will be asked to provide a copy of your high school diploma or G.E.D.

Licenses, Certifications, Registrations	Type	C = Current E = Eligible	Number	State	Year Received	Expiration Date

**Please read the following statement carefully then sign:**

All offers of employment, oral and written, shall include the following statement: "This offer is contingent on LARC's verification of employment history, education history and other information required by state law and LARC policies, including the completion of a criminal history check and a motor vehicle report".

I certify that all information provided in all my application materials is true. I understand that any false statement made herein is sufficient reason for rejection of this application or termination of subsequent employment regardless of date of discovery. I authorize LARC to investigate all statements made in my application material for employment. I authorize such education institutions and employers and others (and their agents or employees) to respond to questions concerning information given to this application material and I further release from liability such form employers, institutions, or persons providing such information to LARC.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# EMPLOYMENT HISTORY

List most current employers first

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

Position Title	Start Date mo/yr	End Date mo/yr	Employer Name & Phone Number	Address	Supervisor's Name	Briefly Describe Duties	Reason for Leaving

List three (3) references who are not relatives (*preferably not personal references*):

Name	Relationship	Phone Number(s)

Special Skills / Foreign Languages, etc.: \_\_\_\_\_

What do you believe you can contribute to the LARC Team:  
 \_\_\_\_\_  
 \_\_\_\_\_



### General Employment Information

All new Direct Service Workers (DSW) at LARC are required to attend 16-hours of DSW training that will be provided by LARC. If you are not currently certified in CPR/First Aid, LARC will provide this training as well. Each department has different mandatory training requirements which will be provided by the LARC Training Department. All employees receive compensation for all training/in-services/staff meetings, etc.

Each employee is considered part-time unless otherwise noted. Part-time employees are not eligible for medical insurance, sick/annual leave/life or dental insurance. However part-time employees are eligible for the 401(k) after a year of employment and the achievement of 1000 work hours.

Name \_\_\_\_\_

Date \_\_\_\_\_

### Applicant Availability

Please indicate the times you are available each day noting the time you become available until the time you are not (for example 6am-6pm). If you are not able to work on a particular day, please draw an X in the box.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

Please list any prior commitments that might conflict with your availability.

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**Lafayette Association for Retarded Citizens**

**303 New Hope Road**

**Lafayette, LA 70506**

**Release and Waiver**

**Written Request for References**

Name: \_\_\_\_\_  
(please print)

Date: \_\_\_\_\_

The purpose of this form is to obtain the consent or decline of the undersigned applicant to the Lafayette Association for Retarded Citizens to obtain previous employment references that require written consent for release of information.

I am authorizing LARC to request and receive whatever information my previous employers may have regarding my employment, including my reason(s) for leaving. I am signing this Release and Waiver voluntarily and request that you respond to this reference inquiry with full and complete information.

Since this information is an important part of my application for employment with LARC, I therefore release any and all previous employers from any and all claims or causes of actions in law or equity, including but not limited to defamation of character or invasion of privacy, which might arise from responding to this reference check.

This signature **authorizes** my consent to release the information:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This signature **declines** this release of this information:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date