



Community Resource Center
Administrative Offices
PO Box 1860, Prince Frederick, MD,
20678
(410) 535-2413 ext. 111
fax: (410) 535-1314
employment@arcsomd.org
www.arcsomd.org

The Arc of Southern MD promotes community involvement, independence and personal success for children and adults with intellectual and developmental disabilities in Southern Maryland.

Positions may be available in Calvert, Charles and St. Mary's Counties. Our employees help developmentally disabled people to learn the skills they need to live, work and interact in their communities independently. For example, we assist people in learning communication and coordination skills; we "job coach" so people can develop skills needed to find or keep a job.

Does this sound like something you would be interested in doing?

If so, the first thing that you need to do is complete an application. To do so, you can visit one of our local offices OR have an application mailed out to you. Our offices are open 8:30 AM to 4:30 PM, Monday- Friday in Leonardtown, Waldorf and Prince Frederick. If you have internet access, you can apply online at our website: www.arcsomd.org

The application includes the address and telephone numbers for our administrative office. You can return the application by mail OR drop it off in person at any one of the following three offices:

Leonardtown
(301)475-5652

At the intersection of Route 235 and Route 4, get on to St. Andrews Church Road and continue for approx 8 miles. At the intersection of Rt. 4 and Rt. 5 bear right toward Leonardtown. After passing St. Mary's Nursing Center you will see Breton Market Place. Turn right, we are located at the far right of the long building (Unit H).

Prince Frederick
(410)535-2413

Travel Route 4 to Prince Frederick. Turn on Dares Beach Road, cross over Prince Frederick Boulevard; there is a traffic light. Community Resource Center is immediately beyond the traffic light on the right.

Waldorf
(301)932-7809

From Rt. 5 South follow to intersection at St Charles Parkway. Turn right at the light and make an immediate left into the Gateway Plaza (NICK of Clinton in Waldorf). We are located at 3971 St. Charles Parkway.

Application Process *Questions/Concerns? Call 410-535-2413 ext. 111 or employment@arcsomd.org

After you *completely* fill out an application, mail it or deliver it in person to one of our offices. As soon as your application arrives in the administrative office, we will send you a blue postcard to let you know your application is "in the system." We will review your application to determine if you are qualified for the positions that are currently open.

If you are among the most qualified applicants, a recruiter will call you for a telephone interview. After the telephone interviews, the most qualified of these applicants are called for face-to-face interviews. If you are considered for employment, a criminal background check (and, if applicable, a driving record check) will be performed. After all these interviews and background checks, we make our hiring decision.

Position Descriptions, Requirements and Pay

Services Asst.- ISS

Work with an individual consumer. Assist that person with getting involved in the community and learning to do so independently. For example, you might take the person bowling, shopping or to the movies. Some Services Assistants direct a consumer with his/her work at a job site.

Rate \$9.50 per hour

Services Assistant

Assist up to four people to live independently in a group residential setting. Responsibilities may include dispensing medications, cooking, cleaning, and doing laundry. Some residents need assistance with eating, dressing and personal hygiene.

Rate \$9.50 per hour

Services Assistant-Sleep

GET PAID TO SLEEP!!! Some individuals require an extra staff person in their home during the night in case an emergency occurs. Part-time positions in local communities. Various schedules; less than 29 hours per week. Most schedules are approximately 10 p.m. – 6 a.m.

Rate \$7.25 per hour

Services Assistant- Awake Overnight

Work as an overnight monitor in a private home, assisting resident(s) during the night. Responsibilities may include dispensing medications, cooking, cleaning, and doing laundry. Some residents need assistance with personal hygiene during the night. Most schedules are approximately 10 p.m. – 6 a.m.

Rate \$9.50 per hour (plus night time differential of \$0.25)

Services Supervisor

Coordinate and supervise services and support staff. Responsibilities include completing performance evaluations; setting work schedules; interviewing job applicants; and providing support and instruction to both residents and staff.

Employment Team Specialist

Assist/give support to individuals that allow them to successfully do their jobs. Their job sites are throughout the community. Flexible schedule is required. We offer paid training, benefits and more.

Requires: Access to personal vehicle and valid driver's license.

Rate: \$9.50/ hour



Employment Application

The Arc considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or status as a qualified individual with a disability.

The Arc will further consider only fully completed applications

DATE _____

Application valid only for 45 days from this date

Please print or type

Position applied for: _____

Have you ever filed an application here before? Yes No If yes, give date: _____

Have you previously worked for this agency Yes No

If yes, give date & last name at the time of employment: _____

Referral Source:

Advertisement Walk-in Relative (Name) _____ Friend _____

Employment Agency For Bounty, referred by: _____ Other _____

Name: _____
(last) (first) (middle)

Address: _____
(address) (city) (state) (zip code)

Telephone#: (_____) _____ - _____ Best time to call: _____ am _____ pm

E-mail address: _____ SSN: _____ - _____ - _____

If you are under **18 years of age** can you provide a work permit? Yes No

Are you legally allowed to work in the United States? Yes No

(Proof of identity and legal authority to work in the United States is a condition of employment)

Have you been convicted of a crime, the record of which has not been expunged? Yes No

(Conviction will not necessarily disqualify applicant from employment.)

If yes, please explain _____

Are you a veteran of U.S. Military service? Yes No If yes, branch: _____

Dates of duty: From _____ To: _____ Rank at discharge: _____

List duties in service including special training: _____

Have you taken any training under the G.I. Bill of Rights? Yes No

If yes, what training did you take? _____

Would you be willing to relocate to this area, if necessary? Yes No

Will you be able to provide transportation to work? Yes No

Do you have a valid driver's license in this or any other state? Yes No

List any moving violations in the past 5 years. _____

EMPLOYMENT EXPERIENCE

(applicant's first name)

(last name)

Start with your most RECENT job. You must complete this section even if you attach a resume.

1. Employer: _____ Phone: (____) ____ - ____
Address: _____ Supervisor Name: _____
Dates employed. From: ____/____/____ To: ____/____/____ E-mail _____
Hourly rate/salary. Starting: _____ Final: _____ Employed: Part-time Full-time
Job Title/Work performed: _____
Reason for leaving: _____

2. Employer: _____ Phone: (____) ____ - ____
Address: _____ Supervisor Name: _____
Dates employed. From: ____/____/____ To: ____/____/____ E-mail _____
Hourly rate/salary. Starting: _____ Final: _____ Employed: Part-time Full-time
Job Title/Work performed: _____
Reason for leaving: _____

3. Employer: _____ Phone: (____) ____ - ____
Address: _____ Supervisor Name: _____
Dates employed. From: ____/____/____ To: ____/____/____ E-mail _____
Hourly rate/salary. Starting: _____ Final: _____ Employed: Part-time Full-time
Job Title/Work performed: _____
Reason for leaving: _____

Are you currently employed? Yes No

May we contact your current employer? Yes No

If no, please indicate reason: _____

May we contact the employers listed? Yes No

If no, please circle the number(s) of the employer(s) you do not wish us to contact: 1 2 3

Please list names, addresses, and telephone numbers of three persons known, but not related and not previous employers, to you for at least three years.

Name: _____

Home phone: (____) ____ - ____ E-mail _____ Work phone: (____) ____ - ____

Name: _____

Home phone: (____) ____ - ____ E-mail _____ Work phone: (____) ____ - ____

Name: _____

Home phone: (____) ____ - ____ E-mail _____ Work phone: (____) ____ - ____

EDUCATION

| | School name City, State | Graduate? | Diploma/course of study | Honors Received |
|-----------------------------------|----------------------------|-------------------------------------------------------------|----------------------------|--------------------|
| High School | | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| College/ University | | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Graduate/ Professional | | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |

State any additional information you feel may be helpful to us in considering your application (specialized training, apprenticeship, community service, club activities, etc.) _____

Special Skills: CPR Certified First Aid Certified Sign Language Foreign Language _____
 Typing (WPM) _____ Fluent in Computer Program(s) _____
 Supervisory _____ Health care services _____ Other _____

Date you are available to begin work: _____

Are you available to work: Full-time Part-time Shift work

What hours are you available to this agency?

| | | |
|-------------------------------------------------------|----------|---------|
| A.M. Shifts (6:00am to 9:00am) | _____yes | _____no |
| P.M. Shifts (2:00pm to 10:00pm) | _____yes | _____no |
| Day shifts (flexible hours; weekends may be included) | _____yes | _____no |
| Sleepover or Awake Overnight (10:00pm to 6:00am) | _____yes | _____no |
| Every Weekend | _____yes | _____no |
| Every Other Weekend | _____yes | _____no |

Full-time residential position (40 hours) may require a split shift, for example: 6:00 am to 9:00 am, then 2:00 pm to 10 pm and every other Weekend (Sat. and Sun. - 10 to 12 hours a day) Yes No

Full-time Employment Team Specialist position (40 hours) require a flexible schedule which may include some Weekends Yes No

You may exclude any answers which indicate race, color, religion, sex, or national origin from the following two questions:

List professional, trade, business or civic activities and offices held.

List any volunteer experience you have had. Include the organization name, type of work, and dates worked.

List any experience you have had relating to people cognitive or intellectual disabilities.

Comments: List any comments or qualifying statements you wish to make.

Pre-employment statement

This application is valid for 45 days only. If you have not been employed within 45 days of your application, you must reapply.

I consent to take future physical examinations that may be required by The Arc and/or applicable laws and regulations.

I hereby authorize The Arc to contact all past employers whom I have identified and other individuals, agencies, or entities concerning the information I have supplied on this application form and waive, release, and hold harmless such individuals, agencies, or entities from any claims arising from the information they may supply to The Arc.

I understand further that any false answers, statements, or misleading omissions made by me on this application, in connection with the above mentioned investigation or in any physical examination can be sufficient grounds for my rejection as a candidate for employment or for immediate discharge.

I authorize The Arc to conduct a criminal background check as required by State Law. I agree to allow The Arc or the party designated by The Arc to fingerprint me, if applicable, to comply with the law.

I understand that as this organization, The Arc, deems necessary, I may be required to work overtime hours or hours outside a normally defined work day or work week. If employed, I understand and agree that such employment may be terminated at any time and without any liability to me for my continuation of salary, wage, or employment related benefits, except as required by statute.

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO, OR TAKE A POLYGRAPH, LIE DETECTOR, OR SIMILAR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.

I understand that nothing in this employment application, in The Arc's statements or personnel guidelines, or in my communications with any Arc official is intended to create an employment contract between The Arc and me. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon The Arc unless it is made in writing and signed by The Arc's Executive Director. I understand that if an employment relationship is established, it is an at-will relationship and I have a right to terminate my employment at any time, and The Arc has a similar right. Any agreement to the contrary will not be valid unless it is incorporated into a writing signed by myself and The Executive Director of The Arc.

Applicant's Signature

Date

Printed name

NATIONAL BACKGROUND INVESTIGATIONS, INC.

APPLICANT RELEASE AND AUTHORIZATION FORM - GW

I hereby authorize ARC OF SOUTHERN MARYLAND or authorized representatives of the company bearing this release to obtain and release any information pertaining to my background, including any of the services noted below, for employment purposes. I hereby fully release and discharge my prospective employer or other source providing information from all claims and damages arising out of or relating to any investigation of my background for said purposes.

PLEASE PROVIDE MINIMUM 7 YEARS RESIDENTIAL HISTORY

Name: _____ Alias/Maiden/Other: _____
(First, Middle, Last - Print Clearly)

Signature: _____

Date of Birth: _____ Social Sec. No.: _____

Driver's Lic. No.: _____ State _____

(1) Current Addr: _____ City/State: _____

County: _____ Dates/From: _____ To: _____

(2) Previous Addr: _____ City/State: _____

County: _____ Dates/From: _____ To: _____

(3) Previous Addr: _____ City/State: _____

County: _____ Dates/From: _____ To: _____

Witnessed by: _____ **Date:** _____

Applicant Data Record

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Position(s) applied for _____ Date _____

Referral source: ___Advertisement ___Friend ___Relative ___Walk-in ___Employment agency ___other

Name _____ Phone(____) _____
Last First Middle

Address _____
Street City State Zip Code

Affirmative Action Survey

Solely to help us comply with government record keeping, reporting and other legal requirements, we request applicants to fill out our affirmative action survey. Government agencies may require periodic reports on the age, sex, ethnic identity, disabled, and veteran's status of applicants. This data is for analysis and affirmative action purposes only. Submission of information is voluntary.

Please check which of the following applies to you:

Check one Male Female

- White (Not Hispanic or Latino)-A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Black or African American (not Hispanic or Latino)-A person having origins in any of the black racial groups of Africa.
- Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture origin regardless of race.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the people of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, Indian, Japan, Korea, Malaysia, Pakistan, the Phillipine Islands, Thailand and Vietnam.
- American Indian or Alaskan Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central Americas), and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino) - All person who identify with more than one of the above races.
- Race missing or unknown. Applies where applicant or employee fails or declines to disclose this information and a good faith determination cannot be made.