



Arkansas Family Supports

Exceptional People. Extraordinary Care.

Employment Application

(AFS 10/20)

General Requirements of the Job Description:

Please Initial Next to Your Answer:

- | | | |
|---|-----------|----------|
| 1. Are you able to lift 50 pounds? | _____ Yes | No _____ |
| 2. Do you have a valid driver's license? | _____ Yes | No _____ |
| 3. Do you have valid auto insurance? | _____ Yes | No _____ |
| 4. Do you have an acceptable driving record? | _____ Yes | No _____ |
| 5. Do you have a High School Diploma or G.E.D.? | _____ Yes | No _____ |

Personal Care (PC) Activities are you able to complete:

- | | | |
|--|-----------|----------|
| 1. Changing of adult briefs | _____ Yes | No _____ |
| 2. Bathing – including perineal care
(cleaning private areas) | _____ Yes | No _____ |
| 3. Grooming | _____ Yes | No _____ |
| 4. Medication Administration | _____ Yes | No _____ |
| 5. Catheter Care | _____ Yes | No _____ |
| 6. Utilizing Hoya lifts & Specialized Equipment | _____ Yes | No _____ |
| 7. General housekeeping / cleaning | _____ Yes | No _____ |
| 8. Cooking, including specialized diet | _____ Yes | No _____ |

Applicant Printed Name

Applicant Signature

Date

Please Print and Complete All Areas

Position(s) Applying for: _____ Date: _____

Applicant Information

Name: _____
First Name Middle Name Last Name

Address: _____
House Number and Street Name

City State Zip Code

Email Address: _____ Primary Phone: _____

Emergency Contact: _____ Relationship: _____

How did you learn about Arkansas Family Supports?

- Advertisement
 Employment Agency
 Friend or Relative
 Indeed.com
 Walk In
 Employee of AFS: _____

Referral bonus of \$300. Referral must complete 6 months of successful employment before bonus is paid.

Have you ever been employed by Arkansas Family Supports, Inc.? Yes No

Are you 18 years old or older? Yes No

Do you have a high school diploma or GED? Yes No

Do you currently work for the State of Arkansas? Yes No

If yes, what department or agency? _____

Have you been an Arkansas resident for the past five (5) consecutive years? Yes No

Have you lived out of the state of Arkansas? What year? _____

Are you on "Lay-off" status or subject to recall? Yes No

Have you been convicted, pled guilty, or pled nolo contendere to **any** felony or misdemeanors? Yes No

If yes, please explain: _____
Answering "Yes" does not necessarily disqualify an applicant from employment

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? Yes No
 (Proof of citizenship or immigration status will be required upon employment)

What Type of Employment are You Seeking? (Check all that apply)

<input type="checkbox"/> Full Time		<input type="checkbox"/> Part Time		<input type="checkbox"/> Day Shift		<input type="checkbox"/> Night Shift	
Days	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
	<input type="checkbox"/> 6am to 6pm	<input type="checkbox"/> 6am to 6pm	<input type="checkbox"/> 6am to 6pm	<input type="checkbox"/> 6am to 6pm	<input type="checkbox"/> 6am to 6pm	<input type="checkbox"/> 6am to 6pm	<input type="checkbox"/> 6am to 6pm
	<input type="checkbox"/> 6pm to 6am	<input type="checkbox"/> 6pm to 6am	<input type="checkbox"/> 6pm to 6am	<input type="checkbox"/> 6pm to 6am	<input type="checkbox"/> 6pm to 6am	<input type="checkbox"/> 6pm to 6am	<input type="checkbox"/> 6pm to 6am

On what date will you be eligible to work? _____

Office Use Only

Was applicant interviewed? Yes No Application Flow Log Entry: Yes No

Was applicant hired? Yes No Date of hire: _____

Rejection letter sent? Yes No Date sent: _____

Sent by: _____

Education			
Type of School	School Name & Address	Course of Study	Diploma / Degree
High School			
Undergrad College			
Graduate Professional			
Other (Specify)			

Employment History
(List Most Recent First)

Employer: _____
 Employer's Address: _____
 Employer's Telephone Number: _____ Supervisor's Name: _____
 Employed Dates (start and end): _____ Rate of Pay: _____
 Job Title: _____ Work Performed: _____
 Reason for Leaving: _____

Employer: _____
 Employer's Address: _____
 Employer's Telephone Number: _____ Supervisor's Name: _____
 Employed Dates (start and end): _____ Rate of Pay: _____
 Job Title: _____ Work Performed: _____
 Reason for Leaving: _____

Employer: _____
 Employer's Address: _____
 Employer's Telephone Number: _____ Supervisor's Name: _____
 Employed Dates (start and end): _____ Rate of Pay: _____
 Job Title: _____ Work Performed: _____
 Reason for Leaving: _____

Employer: _____
 Employer's Address: _____
 Employer's Telephone Number: _____ Supervisor's Name: _____
 Employed Dates (start and end): _____ Rate of Pay: _____
 Job Title: _____ Work Performed: _____
 Reason for Leaving: _____

Other Qualifications, Skills, or Achievements:

Summarize special job-related qualifications, skills, and/or achievements acquired from employment, education, or other experience(s). Please exclude Religious and Political experience(s) and qualifications.

Reference Check Authorization

I, _____, give Arkansas Family Supports, Inc. my permission to contact the personal, professional, and any work references listed on this application.

Please list: One (1) Current or Former Employer Reference, One (1) Professional Reference, and One (1) Personal Reference.

References Shall Not Be Family Members or Current Employees of Arkansas Family Supports, Inc.

Current or Former Employer Reference

Name: _____

Address: _____

Phone Number: _____

Professional Reference

Name: _____

Address: _____

Phone Number: _____

Personal Reference

Name: _____

Address: _____

Phone Number: _____

May we contact your current employer? Yes No

Applicant Printed Name

Applicant Signature

Date

Arkansas Family Supports, Inc. is an Equal Opportunity Employer

Arkansas Family Supports, Inc. does not discriminate on the basis because of race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, training, and career development programs.

See Reverse for Applicant's Statement 

Applicant's Statement

I certify that answers and information given herein are true and complete to the best of my knowledge. I understand investigation of all statements contained in the application for employment may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period not to exceed 30 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether applications are being accepted at that time. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this Arkansas Family Supports, Inc. is of an "At Will" nature, which means that the employee may resign at any time and Arkansas Family Supports, Inc. may discharge an employee at any time with or without cause. It is understood that a completed application or the granting of an interview does not create an employment contract between Arkansas Family Supports, Inc. and the applicant for either employment or for the providing of any benefit. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the employer. Arkansas Family Supports, Inc. will consider applications for all positions without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors. Arkansas Family Supports, Inc. will not discriminate based on any federal, state, or locally protected class.

I understand that Arkansas Family Supports, Inc. is a drug free workplace and will require a preemployment drug screening. I further understand, employees are subject to random drug screenings as a condition of their employment. All employees/positions at Arkansas Family Supports, Inc. have been designated a "safety sensitive position" within the meaning of the **Arkansas Medical Marijuana Amendment Act** of 2016, as amended, and no person currently using any marijuana product will be hired for or permitted to perform these positions regardless the person's status as a qualifying patient or caregiver under that Amendment.

Applicant Printed Name

Applicant Signature

Date