



# Ark Regional Services

1150 North 3rd Street, Laramie, WY 82072

(307) 742-6641 Fax: (307) 742-2815

[arkregionalservices.org](http://arkregionalservices.org)

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, genetic information, marital status, veteran status, or the presence of non job related disability.

Date: \_\_\_\_\_ Date available for work: \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_

Name:

\_\_\_\_\_

| Last | First |
|------|-------|
|------|-------|

Address: \_\_\_\_\_

\_\_\_\_\_ City State Zip Code

Primary Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

How did you find out about the open position(s) here at Ark Regional Services?

- |                                       |                                          |
|---------------------------------------|------------------------------------------|
| <input type="checkbox"/> Website      | <input type="checkbox"/> HireWYO         |
| <input type="checkbox"/> Indeed       | <input type="checkbox"/> Family / Friend |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Facebook        |

Relatives currently working for Ark Regional Services (Name, relation, and position): \_\_\_\_\_

Have you ever been employed by Ark Regional Services?  Yes  No

If yes, position: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Supervisor's name and title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Are you available to work:  Full time  Part time

Days and times you are available to work: \_\_\_\_\_

**Most of our jobs require driving a company car.**

Are you at least nineteen (19) years of age?       Yes       No

Do you have a valid driver's license?       Yes       No

Have you had 3 or more moving violations, such as speeding, in the last 3 years?       Yes       No

In the past 5 years, have you had any of the following major violations:

- Speeding ticket of 20+ miles per hour over the limit
- Conviction for an alcohol and/or drug related driving offense
- Failure to stop/report an accident or leaving the scene of an accident
- Suspended license
- Racing
- Reckless or careless driving

Yes       No

Have you been determined to be at fault for an accident 2 or more times in the past 3 years?

Yes       No

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Wyoming law requires Ark to screen employees based on criminal convictions, and Ark may choose not to hire an applicant based on criminal convictions other than those excluded by Wyoming law, based on consideration of the circumstances of the conviction. A criminal conviction will not necessarily disqualify you from employment, but failure to include any criminal convictions in the space below will result in the immediate disqualification of you as a candidate or termination of your employment when a conviction is discovered. **The existence of a record of convictions for criminal offenses is not considered an automatic bar to employment.**

Have you been convicted of any felony or misdemeanor (including through a jury verdict, a guilty plea, or a "nolo contendere" or not-contest plea)?

Yes       No

If yes:

Date of conviction \_\_\_\_\_

Describe circumstances \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have a high school diploma or GED certificate?

Yes       No

Last high school attended: \_\_\_\_\_

College or Vocational School: \_\_\_\_\_

Dates from and to: \_\_\_\_\_

Major: \_\_\_\_\_

Minor: \_\_\_\_\_

Degree earned: \_\_\_\_\_

College or Vocational School: \_\_\_\_\_

Dates from and to: \_\_\_\_\_

Major: \_\_\_\_\_

Minor: \_\_\_\_\_

Degree earned: \_\_\_\_\_

List other job-related qualifications, trainings, and skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Work History:** List jobs in reverse order starting with your present or last job. If more space is needed, attach additional sheets in the same format, including your name. Ark Regional Services will do a complete background verification of your work and personal history including police records.

Employer/Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From: month/year \_\_\_\_\_ To: month/year \_\_\_\_\_ Hours worked per week: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  Yes  No Phone #: \_\_\_\_\_

Did you supervise?  Yes  No If yes, number of employees supervised: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

General duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer/Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From: month/year \_\_\_\_\_ To: month/year \_\_\_\_\_ Hours worked per week: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  Yes  No Phone #: \_\_\_\_\_

Did you supervise?  Yes  No If yes, number of employees supervised: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

General duties: \_\_\_\_\_

\_\_\_\_\_

Employer/Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From: month/year \_\_\_\_\_ To: month/year \_\_\_\_\_ Hours worked per week: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  Yes  No Phone #: \_\_\_\_\_

Did you supervise?  Yes  No If yes, number of employees supervised: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

General duties: \_\_\_\_\_

\_\_\_\_\_

Employer/Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From: month/year \_\_\_\_\_ To: month/year \_\_\_\_\_ Hours worked per week: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  Yes  No Phone #: \_\_\_\_\_

Did you supervise?  Yes  No If yes, number of employees supervised: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

General duties: \_\_\_\_\_

### Personal References

List 3 references who **are not related to you, and are not previous employers**. Providing this information means that you give Ark Regional Services permission to contact these references.

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| Name | Email address | Phone # |
|------|---------------|---------|
|------|---------------|---------|

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| Name | Email address | Phone # |
|------|---------------|---------|
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| Name | Email address | Phone # |
|------|---------------|---------|
|------|---------------|---------|

#### APPLICANT'S ACKNOWLEDGEMENTS

(This application shall be considered active for the job vacancy listed and for no more than 60 days. After that time, the applicant will be required to resubmit a completed application. THE APPLICANT UNDERSTANDS THAT NEITHER THIS DOCUMENT NOR ANY OFFER OF EMPLOYMENT FROM THIS EMPLOYER CONSTITUTES AN EMPLOYMENT CONTRACT.)

I certify that all information contained on this application is true and that I have provided complete responses to all requests for information on the application. I give Ark Regional Services and its authorized agents permission to verify and investigate any employment, license, criminal background, and personal reference information given in connection with this application. In the event that I am employed, I understand that any false or misleading information I knowingly provided on my application, during my interview, or during the hiring process may result in discharge and/or legal action.

#### ACKNOWLEDGEMENT OF AT-WILL EMPLOYMENT

I UNDERSTAND THAT IF I AM HIRED BY ARK REGIONAL SERVICES, MY EMPLOYMENT, COMPENSATION AND/OR BENEFITS CAN BE TERMINATED WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT THE OPTION OF EITHER ARK REGIONAL SERVICES OR MYSELF. I ALSO UNDERSTAND THAT NO EMPLOYEE, MANAGER OR SUPERVISOR OF ARK REGIONAL SERVICES HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT OR MAKE ANY PROMISES FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OR TIME OR MAKE ANY STATEMENTS OR PROMISES CONTRARY TO THIS DISCLAIMER, UNLESS SUCH AGREEMENT IS IN WRITING AND SIGNED BY THE CHIEF EXECUTIVE OFFICER. I UNDERSTAND THAT, IF I AM HIRED, NO CONDUCT OR STATEMENT, VERBAL OR WRITTEN WHICH CONTRADICTS THIS DISCLAIMER CAN CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT REGARDING MY EMPLOYMENT, AND I SHOULD NOT RELY ON ANY SUCH CONDUCT OR STATEMENTS.

Printed name of applicant: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_