

# INREACH

Empowering people with disabilities to live life their way

InReach Inc., 4425 Randolph Rd. Suite 400, Charlotte, NC 28211 Ph. 704-536-6661/ Fax 704-536-0074  
Union County Office: 104 East Franklin St., Monroe, NC 28112 Ph. 704-776-4392 / Fax 704-296-9639

## Application for Employment

Last Name		First Name		Middle Initial	
Social Security Number			Driver's License No.		State
Address		City	State	Zip	
Email	Home Phone	Business Phone		Cell/Pager	

Job Applied for [Please refer to job posting to indicate specific job title(s)] \_\_\_\_\_

When are you available to work? \_\_\_\_\_

How did you become aware of the job opening(s) at InReach?

- Newspaper  Job Fair  Internet  Walk-in  Referral by another company  
 Customer Choice (who? \_\_\_\_\_)  InReach Employee (Who? \_\_\_\_\_)  Other: \_\_\_\_\_  
Type of Service? \_\_\_\_\_

Have you ever worked for this agency in the past?  Yes  No  
When? \_\_\_\_\_

Have you ever filled out an application for employment/volunteer with this agency?  Yes  No

Are you related by blood or marriage to any person now employed by InReach?

Yes  No If yes, list name and relationship: \_\_\_\_\_

### EDUCATION

Schools	Name and Location	Dates Attended	Degree/Major	Graduated?
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No
College/University				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate or Professional				<input type="checkbox"/> Yes <input type="checkbox"/> No
Other technical/vocational school, internships, etc.				<input type="checkbox"/> Yes <input type="checkbox"/> No

\* For some positions, you may be asked to provide a transcript

List fields of work, for which you are licensed, registered, or certified giving dates and sources of issuance.

\_\_\_\_\_

\_\_\_\_\_

**WORK HISTORY (include volunteer experience) "SEE RESUME" is not acceptable**

1 Current or Last Employer:	Address: City: _____ State: _____	Job Title:
Supervisor: QDDP? <input type="checkbox"/> Yes <input type="checkbox"/> No	Telephone:	Work w/ Individuals w/ Special Needs? <input type="checkbox"/> Yes <input type="checkbox"/> No
Starting Salary: \$ _____ Per	Current/Ending Salary: \$ _____ Per	Resignation Notice Given: <input type="checkbox"/> Yes <input type="checkbox"/> No Length? _____
Reason for Leaving:	Dates of Employment (state month/year) From: _____ To: _____	List Major Duties:
2 Current or Last Employer:	Address: City: _____ State: _____	Job Title:
Supervisor: QDDP? <input type="checkbox"/> Yes <input type="checkbox"/> No	Telephone:	Work w/ Individuals w/ Special Needs? <input type="checkbox"/> Yes <input type="checkbox"/> No
Starting Salary: \$ _____ Per	Current/Ending Salary: \$ _____ Per	Resignation Notice Given: <input type="checkbox"/> Yes <input type="checkbox"/> No Length? _____
Reason for Leaving:	Dates of Employment (state month/year) From: _____ To: _____	List Major Duties:
3 Current or Last Employer:	Address: City: _____ State: _____	Job Title:
Supervisor: QDDP? <input type="checkbox"/> Yes <input type="checkbox"/> No	Telephone:	Work w/ Individuals w/ Special Needs? <input type="checkbox"/> Yes <input type="checkbox"/> No
Starting Salary: \$ _____ Per	Current/Ending Salary: \$ _____ Per	Resignation Notice Given: <input type="checkbox"/> Yes <input type="checkbox"/> No Length? _____
Reason for Leaving:	Dates of Employment (state month/year) From: _____ To: _____	List Major Duties:
4 Current or Last Employer:	Address: City: _____ State: _____	Job Title:
Supervisor: QDDP? <input type="checkbox"/> Yes <input type="checkbox"/> No	Telephone:	Work w/ Individuals w/ Special Needs? <input type="checkbox"/> Yes <input type="checkbox"/> No
Starting Salary: \$ _____ Per	Current/Ending Salary: \$ _____ Per	Resignation Notice Given: <input type="checkbox"/> Yes <input type="checkbox"/> No Length? _____
Reason for Leaving:	Dates of Employment (state month/year) From: _____ To: _____	List Major Duties:

**Have you ever been convicted of an offense against the law other than a minor traffic violation? (A conviction does not mean you can not be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying. If yes, explain fully.)**  Yes  No

**Have you ever been disciplined or discharged for:**

Absenteeism?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Alleged child/customer abuse, neglect, exploitation, or involvement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tardiness?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Failure to notify company of an absence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Serious infraction of company policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Workplace violence?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please give an explanation for any "yes" answers indicated above:

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**CHARACTER REFERENCES – Please indicate four (Two Professional & Two Personal; No Relatives are to be included)**

Name

Street Address

City

State

Zip Code

Day Phone Number:

Evening Phone Number:

Professional

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Name

Street Address

City

State

Zip Code

Day Phone Number:

Evening Phone Number:

Professional

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---

Name

Street Address

City

State

Zip Code

Day Phone Number:

Evening Phone Number:

Personal

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Name

Street Address

City

State

Zip Code

Day Phone Number:

Evening Phone Number:

Personal

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All application and reference information will be shared with the Division of Facility Services.

I understand and agree that:

1. Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of, or if employed termination from employment.
2. It is my understanding that the company will make a thorough investigation of my entire work and personal history and may verify all data given in my application for employment, related papers, or oral interviews. I authorize such investigation and the giving and receiving any such information. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.
3. I agree that my employment is "at will" and may be terminated by this Company at any time without liability for wages or salary except such as may have been earned at the date of such termination. If requested by the management at any time, I agree to submit to search of my person or of any personal space that may be assigned to me, and I hereby waive all claims for damages on account of such examination, at company expense, at any time to determine if I am physically fit for the job I am to perform, and, I authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the essential functions of the job I am being considered for prior to employment or in the future during my employment with the company.
4. I agree that my employment may not begin until I have attended new employee orientation and complete all training required.
5. Although management makes every effort to accommodate individual preference, business needs may at times make the following conditions mandatory; overtime, shift work; and/or rotating work schedule other than Monday through Friday. I understand and accept these conditions of my continuing employment.
6. This is an application for employment and that no employment contract is being offered.
7. If I am employed, such employment is an indefinite period of time and that the company can change wages, benefits, and conditions at any time.

**Certification of Application**

I hereby certify that all statements made in this application and any attachments to it are true. I understand that any misstatement, misrepresentation or omission of fact may be cause for my application not to be considered; or if I have been employed, may be cause for my immediate dismissal. I authorize the Human Resources Department of InReach or a designee to verify information contained in this application and attachments. I further authorize anyone having such information to release it. I further understand that any offer of employment is conditional upon passing a physical examination, drug test and criminal and driving record check.

I have received and agreed to abide by that above.

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Date

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Applicant's signature