



APPLICATION FOR EMPLOYMENT

+240-643-7642
6702 Lamont Drive, Lanham, Maryland
20706
info@latterrain.com, www.latterrain.com

We are an Equal Opportunity Employer and consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(Please Print)

Date of Application _____

Position(s) applied for _____

Please read the minimum qualifications of the job announcement before completing this application. You must meet all qualifications to be considered for the position.

How did you learn about us? _____

Date available _____ Minimum acceptable salary _____

Available for: Full Time Part Time Temporary
 Weekends Live-in Overnights
 On Call/Substitute Evenings Mornings
List hours/days available _____

Name _____
Last First Middle

Address _____
Number Street City State Zip Code

Telephone _____ Social Security Number _____
Home Cell

Email address _____

Person(s) to contact in case of emergency:

Name Home phone Other Phone Relationship

Name Home phone Other Phone Relationship

Have you filed an application before? Yes No
If yes, give date _____; Which program? _____ Position _____

Are you authorized for employment in this country? Yes No
(Proof of U.S. citizenship or immigration status will be required upon employment.)

Have you been convicted? Yes No (Conviction will not necessarily disqualify an applicant from employment.)
If yes, please explain. _____

Does your name appear on the List of Excluded Individuals /Entities (LEIE), a database of parties excluded from participation in Medicare, Medicaid and all federal health care programs? Yes No

Do you have a valid driver's license? Yes No What state? _____
Driver's license number: _____

Do you have any violations on your driving record? Yes No
If yes, please explain. _____

Have you ever worked with individuals with intellectual and/or developmental disabilities? Yes No

Have you ever been dismissed or asked to resign by a previous employer? Yes No

EMPLOYMENT HISTORY

Please do not submit a resume in lieu of completing this portion of the application. List your last four (4) employers, assignments or volunteer activities starting with the most recent, including military experiences. Explain any gaps in employment in comments section.

Employer	Telephone () -	Dates employed (Mo./Yr.)		Summarize the nature of the work performed and job responsibilities.
Address		From	To	
Job Title		Hourly Rate / Salary		
Immediate Supervisor and Title		Starting		
Reason for Leaving		\$	Per	
May we contact for references? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later _____		Hourly Rate / Salary		
		Final		
		\$	Per	

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		Final		
		\$	Per	

Comments (including explanation of any gaps in employment): _____

EDUCATION

Name of School and location	Type of Diploma or Degree Awarded	Dates Attended	Major Field

In the space provided, list any job-related professional organizations to which you belong, honors or awards you have received, etc. or other experiences relevant to the position for which you have applied.

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work with our agency.

Are you related to any current employees of The Arc Montgomery County? YES NO If yes, give name, relationship and program.

REFERENCES

List name and telephone number of three business/work references who are NOT related to you and NOT previous supervisors. If not applicable, list three school or personal references who are NOT related to you.

Name	Daytime telephone number	Years known
	()	
	()	
	()	