



## APPLICATION FOR PERSONAL ASSISTANT POSITION

ARISE is an Equal Employment Opportunity Employer (EEOC). We do not discriminate against qualified applicants based upon any protected group status, including but not limited to race, color, creed, religion, gender, national origin, ancestry, age, marital status, military or veteran status, sexual orientation, physical or mental disability or medical condition or any other characteristic protected by law as defined.

We are glad you are interested in joining ARISE's team. Please read the following statements carefully before you agree and submit this application.

### NOTE TO APPLICANT

This application will be considered active for 6 months.

Today's Date: \_\_\_\_\_

### APPLICANT INFORMATION

Last Name	First Name	Middle Initial
Address		City
State / Zip		
Mobile Phone #	Home Phone #	Email Address (optional)

### RECRUITMENT RESOURCES

How did you hear about the position?  Company Website  Social Media  Family/Friend  Other \_\_\_\_\_

### POSITION

Position Applying For <b>PERSONAL ASSISTANT IN CDPAP</b>	Available Start Date	Currently Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Previously employed by ARISE? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, when?	Position Held

### IMMIGRATION

Authorized to work in the U.S.?  Yes  No

If hired, can you submit documentation verifying your identity and your legal right to work in the U.S. within 3 business days of when you begin work for pay?  Yes  No

### HIGH SCHOOL EDUCATION

Graduate from high school or pass GED test? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you 18 years old or older? <input type="checkbox"/> Yes <input type="checkbox"/> No
If under 18 years of age, can you provide a work permit or GED certificate after offer of employment is made? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### ADDITIONAL INFORMATION

If offered a position, would you be willing to allow ARISE to conduct any required background checks?  Yes  No

**EMPLOYMENT HISTORY**

Please list all previous employment, beginning with the most recent. If you need more room you may attach additional employment history on a separate sheet of paper.

Employer(s)	City / State	Position(s) Held	Employment Date(s)

**EDUCATION**

School Name	City / State	Graduated/Degree (indicate "yes or no")

Do you have any licenses, certifications, or other credentials for the position of which you are applying? If so, please list:

\_\_\_\_\_

**READ AND COMPLETE**

The following statements are general conditions for employment. This application does not constitute an offer of employment, merely the opportunity to compete for the position. Your application is subject to review and may be rejected at any time if shown that you do not meet the qualifications specified in the bulletin for the position for which you are applying. Please read and initial the following statements, and sign and date the application.

As a condition of employment for a safety-sensitive position, I may be required to undergo a substance abuse screening test prior to appointment and I must meet background and/or medical standards as well. \_\_\_\_\_ Initial Acknowledgement

I also understand that this application, supplements and attachments become the property of ARISE, Human Resources Department. \_\_\_\_\_ Initial Acknowledgement

I certify that all statements on this application form and attachments are true and complete to the best of my knowledge. I understand that false, misleading or incomplete information shall be sufficient cause for disqualification or dismissal and other penalties as may be prescribed by law.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_