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VCIN
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Application for Employment

Position(s) Applied For: Date of Application:

Referral Source: Advertisement Employee Government Employment Agency Private Employment Agency
Relative Walk-In Name of source (If Applicable):

Employment Desired: Full-Time Part-Time Sub Educational Co-Op

Work Shift Available: Day Evening Overnight Rotating Weekends Anytime

Will you travel if job requires it? Yes No Will you work overtime if required? Yes No

If hired for a specific position are you able to meet the attendance requirements for that position? Yes No

Date available to start work: Wage Desired: \$

Have you filed an application with UVS before? Yes No If yes, date(s):

Are you related to anyone currently employed at UVS? Yes No

If yes, name(s):

PERSONAL INFORMATION:

Name: (Last) (First) (Middle)

Address: (Street) (City) (State/Zip)

Phone: Work Phone:

May we contact you at work? Yes No If yes, what is the best time to call?

Email:

Social Security #: Are you 18 years or older? Yes No

Are you legally eligible for employment in the U.S.? Yes No (Proof of Citizenship/Immigration status required upon employment)

Have you ever worked under another name? Yes No If yes, name:

Driver's License #: _____ State: _____ Exp. Date: _____

Emergency contact(s): _____
(Name & Phone Number)

Have you ever been convicted of a crime other than a minor traffic violation(s)? Yes No

If yes, please explain: _____

EDUCATION:

List the last 3 school attended, starting with the most recent. If applicable, list Major and Minor fields of study.

<i>School (Name/Address)</i>	<i># Yrs. Completed</i>	<i>Degree/Diploma</i>	<i>Major</i>	<i>Minor</i>

PERSONAL/PROFESSIONAL BACKGROUND(if job-related):

List professional, trade, business or civic associations, or volunteer assignments and any offices held excluding memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status.

<i>Organization</i>	<i>Office(s)/Position(s) Held</i>

List special accomplishments, publications, awards excluding information which would reveal sex, race, religion, national origin, age, color, disability or other protected status: _____

SKILLS AND QUALIFICATIONS:

Summarize special skills, qualifications and training acquired from education, employment and/or other experiences that may qualify you to work with our agency, including but not limited to, sign language, facilitated communications, etc. Attach additional sheet if necessary: _____

List any additional information you would like us to consider: _____

Given the Job Description for the position for which you are applying, are there any essential job functions you could not perform with reasonable accommodation(s) if necessary? Yes No

If yes, please list: _____

EMPLOYMENT HISTORY:

List your last three employers or assignments, starting with the most recent including military experience.

Employer/Address/Phone	
Job Title/Rate per	
Dates Employed	
Immediate Supervisor/Title	
Summary of Work/Duties	
Reason for Leaving	
May we contact for Reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later Comments:

Employer/Address/Phone	
Job Title/Rate per	
Dates Employed	
Immediate Supervisor/Title	
Summary of Work/Duties	
Reason for Leaving	
May we contact for Reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later Comments:

Employer/Address/Phone	
Job Title/Rate per	
Dates Employed	
Immediate Supervisor/Title	
Summary of Work/Duties	
Reason for Leaving	
May we contact for Reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later Comments:

REFERENCES:

List below three references including at least two professional (current or former employer, doctor, lawyer, clergy, etc.) and one personal. These must be individuals who have known you for two or more years, are not related to you, and are familiar with your character and experience. Also complete the separate Reference Check forms attached to this application.

<i>Reference Name/Address</i>	<i>Phone Number(s) and/or Email</i>	<i>Yrs. Known</i>

COMMENTS:

List any additional comments including explanation of any gaps in employment. Attach additional sheet if necessary:

PRE-EMPLOYMENT AUTHORIZATION & RELEASE:

I understand that Upper Valley Services, Inc. all data that I have provided on my application, resume, related documents and interviews. I authorize and consent to have Upper Valley Services carry out inquires connected with my application for employment, contract-for-services or volunteer work. I further understand these inquires may include (but are not limited to) requests for information about my character, work habits, performance, experience and qualifications, reasons for terminations from previous employment and other information deemed relevant to my application

I acknowledge and agree that references, prior employers and other individuals or businesses providing Upper Valley Services with information about me are doing so at my request and for my benefit.

I hereby hold harmless Upper Valley Services, and the individuals or businesses providing information related to my application for employment/contract or volunteer position. I hereby release these entities and persons from any and all liability for damages of any nature as a result of obtaining or furnishing such reference and background information.

I acknowledge and understand that Upper Valley Services follows an “employment-at-will” policy and practice. As a result, if I am hired, Upper Valley services- as the employer- or I as the employee may terminate my employment at any time and for any reason that is consistent with Upper Valley Services policies and applicable state and federal laws, or my employment may be terminated for no reason.

I hereby certify that all statements made by me on this application, my resume, and documents related to my application for employment/contract or volunteer position are accurate and true to the best of my knowledge. I understand and agree that any falsification or omission in this application and background information, Upper Valley Services may terminate my employment, contract or volunteer work. If I become employed, enter into a contract or am placed in a volunteer position with Upper Valley Services, then I agree to abide by all the professional licensure rules and applicable laws.

I acknowledge and agree that, if I choose to submit this Application for Employment to Upper Valley Services via fax or electronically, then – by doing so – my pre-employment authorizations, certifications, releases, and agreements outlined above are valid, effective, and binding with a copy of my signature or without any signature and are granted by virtue of my submission of this application by fax or electronic means, respectively.

Signature of Applicant

Date