

To the Applicant:

The accompanying application is designed to help each candidate present all the information related to preparations and experience needed for employment, eligibility, and salary determination.

Applicants for Residential Technician or Day Program Technician are advised that all appointments are based upon, but not limited to (1) satisfactory personal interview, (2) satisfactory references as required (3) satisfactory related professional experience.

Important: Please adhere to the following instructions in order for your application to be processed promptly.

1. Give complete and accurate information on your application. Please type or write in black ink.
2. Include a copy of your high school diploma or GED.
3. Preferred references include: **(forms are included for you to send)**
 - a. Your two most recent employers. Please ask each employer to include a business card or a cover letter on letter head paper.
 - b. One personal acquaintance (not a relative), a former teacher or other person who can evaluate your personal qualities with regard to employment.
4. A completed application is valid for a 90 day period unless withdrawn by the applicant. Only completed applications will be considered for employment.
5. When your completed application is received along with your professional and personal references, you will be contacted for an employment interview.

Conditions of Employment – Read Carefully

An application will not be considered complete until receipt of references and a copy of your high school diploma. It is the responsibility of the applicant to request and authorize release of references using the forms provided with this application.

It is a requirement of The Arc Gloucester that prior to employment, candidates for selected positions must satisfactorily pass a pre-employment physical examination and drug screening. The Arc Gloucester will select the doctor and will pay the expense of the examination.

At the time of initial employment and thereafter at intervals designated by The Arc Gloucester, each employee shall furnish certification that he/she is free of tuberculosis in a communicable stage. The type of test and the intervals between these tests shall be prescribed by the New Jersey State Department of Health.

All new employees will be required to complete an I-9 form and provide original documentation of their identity and employment eligibility in compliance with the Immigration Reform and Control Act of 1986.

All new employees will be required to be fingerprinted and submit to a criminal history background check in compliance with the law approved by the State of New Jersey effective October 8, 1986.

All new employees will be required to consent to having their name checked against The Central Registry of Offenders Against Individuals with Developmental Disabilities in compliance with the law approved by the State of New Jersey effective April, 2010.

This application and all required documents will become the property of The Arc Gloucester.

Affirmative Action/Equal Opportunity Employer