

Arch Companies
 Serving East Central Minnesota and North West Wisconsin
 Fax: 320.629.1221
 Email: samb@thearchcompanies.com

Date Application Filled Out: _____

Have you previously worked for Arch Companies? Yes No

If Yes, when and where? _____

How did you hear about Arch: Newspaper Friend Other?

Name:		Social Security Number:	
Address:	City:	State:	Zip:
Phone Number:	Are you 18 years or older? Yes No	Position Desired:	
Site Desired: (Pine City, MN or Minong, WI)			

Referred By: (if applicable) _____

Are you legally eligible for employment in this country? Yes No

Are you employed now? Yes No

If so, may we contact your present employer? Yes No

Type of employment desired? Full Time Part Time Temporary Seasonal/School Break

Date you can start: _____ Salary Desired: _____

Are you able to meet the attendance requirements of the position? Yes No

Education Level

School	Name and location of school	Number of years attended	Did you graduate	Subject studied

General Information

Special Training:
Subject of special training:
Special skills:

Please provide a list of you last three employers, starting with the most recent

Name of Employer:			
Address:	City:	State:	Zip:
Starting Date:	Leaving Date:	Job Title:	
Starting Salary:	Ending Salary:	May we contact your supervisor? Yes _____ No _____	
Name of Supervisor:	Title:	Phone:	
Job description:			
Reason for leaving:			

Name of Employer:			
Address:	City:	State:	Zip:
Starting Date:	Leaving Date:	Job Title:	
Starting Salary:	Ending Salary:	May we contact your supervisor? Yes _____ No _____	
Name of Supervisor:	Title:	Phone:	
Job description:			
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Starting Date:	Leaving Date:	Job Title:	
Starting Salary:	Ending Salary:	May we contact your supervisor? Yes _____ No _____	
Name of Supervisor:	Title:	Phone:	
Job description:			
Reason for leaving:			

References (please use three persons you are not related to, whom you have known at least one year)

Name	Address	Business/Profession	Years	Phone Number

Service Record

Branch of Service:	Discharge Date:	Rank:
Other service information:		

Availability

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Authorization

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give Arch any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release Arch from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of Arch has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized Arch representative.

Name: _____ Date: _____

Direct Support Professional questionnaire to be completed with application (Required)

What were your duties / responsibilities at your last job?

What did you like best about your last job, and what didn't you like?

Describe one obstacle on your last or current job that you were able to work out?

Tell me about the most difficult message/communication you have ever had to discuss with a co-worker or supervisor and why it was difficult?

(questionnaire continued on next page)

Describe what “teamwork” means to you. Give some examples of things you have done to try to be a good team member or to improve teamwork?

When working with others, what kind of individuals do you find the most difficult to work with? How do you cope with this type of person?

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RELEASE OF INFORMATION WAIVER

In consideration of my employment with Arch Companies (Arch), I hereby acknowledge that as part of my employment or my application for employment, the Minnesota Department of Human Services (DHS), will conduct a background study on me and determine whether I am qualified to work in a DHS Licensed facility, as provided in state law and rule. I understand that my failure to cooperate is grounds to terminate or deny employment under MN Statute 245A.095, Subd. 4 (3) or WI Statute 50.065 (depending on which facility is being applied for.) I also understand that state law authorizes DHS or County to receive conviction data, certain juvenile data, arrest information, investigation information, substantiated reports of abuse or neglect of adults or children and other information. I hereby authorize DHS or County Social Services to release all information received as part of the background study to Arch. I further acknowledge that my employment is conditioned on initial and continued qualifications as determined by the Commissioner of Human Services, and that determination of disqualification is cause for immediate dismissal. I hereby release Arch, its assigns and successors from any and all liability arising from such dismissal resulting from the Commissioner's determination.

EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Arch will be based on merit, qualifications, and abilities, Arch does not discriminate in employment opportunities or practices on the basis of race, color, creed, religion, sex, national origin, age, disability, marital status, sexual orientation, status with regards to public assistance, or any other characteristic protected by law. Arch will make reasonable accommodations for qualified individuals with known disabilities unless doing would result in a hardship.

NAME (PLEASE PRINT)

SIGNATURE

DATE

Revised 4-7-21