ARCADIA RECOVERY BUREAU

Institutional Strength. Individual Attention.

APPLICANT INFORMATION			
Last Name	First Name	M.I.	Date
Street Address			
Apartment/Unit#	City	State	ZIP
Phone	Email		
Position Applying For:		Job Code (if known):	
Full-Time/Part-Time	Available Evenings?	Available Saturdays?	
How did you hear about Arcadia Recovery Bureau?			
Are you authorized to work in the United States?			
Have you previously worked for this company? If so when?			
Have you ever been convicted of a felony?			
If yes, please explain:			
Do you have reliable transportation?			
Do you agree to a background check prior to employment?			

EDUCATION	
High School:	Address:
Diploma/GED	Related Coursework:
College:	Address:
Did you graduate?	Degree:
Other:	Address
Did you graduate?	Degree

MILITARY SERVICE

ARCADIA RECOVERY BUREAU

Institutional Strength. Individual Attention.

Branch:	Rank at Discharge:
From: To:	Honorable/Dishhonorable?

PREVIOUS EMPLOYMENT (Begin with current or most recent)		
Company:		Phone:
Address:		Supervisor:
Job Title:		
Responsibilities:		
From: To:	Starting Salary:	Ending Salary:
May we contact this employer for a reference?		
Reason for leaving?		

PREVIOUS EMPLOYMENT		
Company:		Phone:
Address:		Supervisor:
Job Title:		
Responsibilities:		
From: To:	Starting Salary:	Ending Salary:
May we contact this employer for a reference?		
Reason for leaving?		

PREVIOUS EMPLOYMENT	
Company:	Phone:

ARCADIA RECOVERY BUREAU

Institutional Strength. Individual Attention.

Address:			Supervisor:
Job Title:			
Responsibilities:			
From: To:		Starting Salary:	Ending Salary:
May we contact this employer for a reference?			
Reason for leaving?			

References		
Name	Address	
Relationship	Years Known	Telephone Number

References		
Name	Address	
Relationship	Years Known	Telephone Number

References		
Name	Address	
Relationship	Years Known	Telephone Number

References		
Name	Address	
Relationship	Years Known	Telephone Number

References	
Name	Address

Institutional Strength. Individual Attention.

Relationship	Years Known	Telephone Number

EQUAL EMPLOYMENT OPPORTUNITY

Arcadia Recovery Bureau strongly supports equal employment opportunities for all applicants regardless of race, color, religion, sex, gender identity, national origin, ancestry, citizenship, age, physical disability, or any other characteristic protected by state and federal law.

PRIVACY STATEMENT

By submitting your information, we are receiving personal information relating to you where your identity is apparent. Arcadia Recovery Bureau will use this personal information solely in order to: manage your employment and recruitment relationship with us, correspond with you about job opportunities, assess your eligibility for available positions and process your job application. We use reasonable safeguards to limit access to your information to those persons Arcadia Recovery Bureau and its affiliates seeking or considering applicants for employment and comply with any obligations under the relevant legislation. We will only disclose your personal information in circumstances where we are legally required to do so.

HIRING PRACTICES

Arcadia Recovery Bureau and its affiliates' recruitment policies are designed to place the most highly qualified persons available in a timely and efficient manner. Arcadia Recovery Bureau reserves the right to pursue all avenues available, including promotion from within, employee referrals, outside advertising, employment agencies, Internet recruiting, job fairs, college recruiting, and search firms. Please understand that we are only able to reach out to those applicants whom we see a strong fit. For administrative purposes Arcadia Recovery Bureau retains all applicant information on file for at least six (6) months or longer if required by law. Please, no phone calls or office walk-ins.

Thank you for your interest in employment with Arcadia Recovery Bureau.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Printed Name: _____

Signature: _____Date:_____