



L'ARCHE ÉRIÉ INC.

3745 West 12th Street • Erie, PA 16505-3504 USA
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PLEASE READ THE FOLLOWING BEFORE COMPLETING OUR APPLICATION FORM:

1. L'Arche Erie, Inc. requires all employees to have a current valid driver's license. If you do not have a current valid license, **do not** complete the application.
2. You must have a High School diploma or equivalent GED to be considered for employment with L'Arche Erie, Inc. If you do not have a High School diploma or GED, **do not** complete the application.
3. Most of our scheduled hours are for evenings and weekends. In addition, you may be required to work split schedules/mornings/awake nites(3rd shift) by accepting a position at L'Arche Erie.
4. You must be able to lift/transfer individuals and wheelchairs (approximately 40 pounds) to meet the requirements of our role descriptions.
5. You must be able to pass a verbal test and complete all physical moves necessary to complete Crisis Prevention/Intervention training for homes requiring this specific training.
6. You must complete and pass the Department of Public Welfare Medications Administration Course in order to be employed by L'Arche Erie. Two chances are provided.
7. You must be able to demonstrate and complete all physical moves necessary to perform CPR and First Aid to be employed with L'Arche Erie.
8. There is no guarantee of an interview or an offer of a position in completing our application form. Your application form will be considered with others who have submitted an application. Decisions about interviews will be based on this comparison.
9. Our application form must be completely filled out by the applicant in order for you to be considered for an interview/employment.
10. If the information provided on our application cannot be satisfactorily verified by employment reference checks, your application could be considered as incomplete.
11. Due to the large number of applications we receive and the competitive nature of our employment process, specific reasons for employment decisions will not be released.
12. In completing our application form you will be subject to the following checks:
 - EMPLOYMENT REFERENCE CHECK FROM FORMER EMPLOYERS
 - CRIMINAL RECORD CHECKS (If you have been convicted of a felony, **do not** complete the application).
 - DRIVER'S HISTORY RECORD

_____, I have read and understand the above statements.
Signature of Applicant

Date: _____

Please Read Carefully Before Signing This Form

1. All information in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired, regardless of when such information is discovered.
2. I authorize L'Arche Erie to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any persons or organizations providing information pertaining to me or employment.
3. I understand that upon receiving a job offer, a physical examination and drug screening may be required. (Note: If this is a job requirement, you will be notified.)
4. I understand that prior to my employment I may be asked to sign a background check consent form or other documentation in order to facilitate my hiring. I agree to sign these forms.
5. I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.
6. **L'Arche Erie does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local law. L'Arche Erie likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate or non-employee (such as a vendor or customer). L'Arche Erie takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.**
7. Regardless of whether or not I become employed by L'Arche Erie, I recognize that this application is not and should not be considered a contract of employment. I understand that employment at this company is on an at-will basis and that my employment may be terminated with or without notice, at any time, at my option or L'Arche's, unless specifically provided otherwise in a written employment contract. I further understand that no L'Arche Erie employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than an officer or official of the company, and then only by means of a signed, written document.

Signature of Applicant _____

Date _____

Thank you for your interest in L'Arche Erie

