

**POSITION INQUIRY FORM**  
**ARC OF ESSEX**  
 123 Naylor Avenue, Livingston, NJ 07039  
 973-535-1181

I understand that this is not an Employment Application. This inquiry will, however, be reviewed, and my qualifications considered for possible job openings in the near future. If this qualifications and employment background match a current opening you will be contacted to complete an Application for Employment.

THE INFORMATION BELOW IS NEEDED FOR REVIEW. (Please Print)

Name (last)	(First)	(Middle)	Date
Address			
City	State	Zip	Phone:
Position Sought			Desired Wage:

**TYPE OF EMPLOYMENT AVAILABLE FOR:**

Check all that apply	HOUR AVAILABLE: <hr/>
<input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	DAYS AVAILABLE: <hr/>

**EMPLOYMENT EXPERIENCE**

Present Employer & Most Recent Position:	Date Employed:	Wage:	Reason for Leaving:
Describe Your Primary Duties			
Present Employer & Most Recent Position:	Date Employed:	Wage:	Reason for Leaving:
Describe Your Primary Duties			

**EDUCATION:**

CHECK THE NUMBER OF YEARS COMPLETED FOR EACH OF THE FOLLOWING	Describe course of major
High school   Undergrad College   Graduate College [1] [2] [3]   [1] [2] [3] [4]   [1] [2] [3] [4]	

All individuals considered for employment are evaluated without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a non-job related disability or any other legally protected status.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature