



## INTERNAL APPLICATION

Coarc believes our employees should be given the greatest opportunities to learn, grow, progress and succeed in their careers while employed at Coarc. Our Agency's philosophy is to promote from within whenever possible. Coarc encourages qualified staff to apply for vacant positions that are posted provided the internal applicant is not on a leave of absence that prohibits them from working unless such leave is considered a military leave of absence or such application would allow them to return to work.

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Coarc, where employment is based upon personal capabilities and qualification without discrimination because of; age, gender, race, religion, color, creed, national or ethnic origin, ancestry, marital status, veteran status, military status, sexual orientation, pregnancy, disability status, genetic information and predisposing genetic characteristics, domestic violence victim status, victim of stalking status, any other status protected by applicable law and any other occupationally irrelevant status or criteria.

**Upon completion, your application will be sent to the Human Resources Department for further screening. Please note: Incomplete applications or applicants that do not meet the minimum qualifications for the position will not be considered.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_ email: \_\_\_\_\_

1. Which position title and location are you applying for? \_\_\_\_\_  
\_\_\_\_\_

2. Have you reviewed the qualifications posted for this position? \_\_\_\_ Yes \_\_\_\_ No

3. Are you able to perform the duties of this position? \_\_\_\_ Yes \_\_\_\_ No

4. Please indicate the schedule that was posted for this position: \_\_\_\_\_  
\_\_\_\_\_

5. Please indicate the type of employment that was posted for this position:

- Full Time (30 hours or more/week)
- Part Time (less than 30 hours/week)
- Temp (seasonal or for a limited period of time)
- Substitute (as needed)

6. Please indicate your highest degree achieved by checking the box below:

GED  High School  Associates (AA/AS)  Bachelors (BA/BS)  Masters  PhD

If you received an Associates, Bachelors, Masters or PhD, please indicate your field of study:  
\_\_\_\_\_

Have you received College Credits?  Yes  No,  
If you answered yes, please indicate how many credits have you accumulated (a transcript may be requested  
at a later date) \_\_\_\_\_

7. Are you applying for a position that requires driving?  Yes  No  
If you answered yes, can you produce a valid driver's license?  Yes  No

8. Do you have DSP1, DSP2 or DSP3 certification?  Yes  No. If yes please specify the highest certification  
level you have achieved? \_\_\_\_\_

9. Do you have Front Line Supervisors Certification?  Yes  No

10. Please enter your current Coarc title and work location: \_\_\_\_\_  
Your current title and work Location

11. How long have you been employed in your current position? \_\_\_\_\_  
Years Months

12. Please enter your supervisor's name and title: \_\_\_\_\_  
Your supervisor's name and title

13. Does your supervisor know that you are applying for this position?  Yes  No  
If you are a top candidate, please note you supervisor will be contacted for a reference. If you have concerns  
about this process, please contact Human Resources.

14. Have you been employed in any other position at Coarc?  Yes  No  
If you answered yes to this question, please list below each position you held, the dates you were employed  
and the reason you left:

Job Title	Dates of Employment	Reason for Leaving
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

15. Please explain how your experiences and/or qualifications are a match for this position:

16. Please describe your current position at Coarc.

17. What do you feel that the position you are applying for has to offer that your current position does not?

18. After reviewing the job posting, please describe what energizes you about the position?

19. After reviewing the job posting, please describe what concerns you the most about the position?

20. As part of this application process your personnel file and evaluations will be reviewed. Prior to this review, how would you characterize your employment history and performance (please explain)?

21. Describe a time when you made a work-related mistake. What were the circumstances and how did you handle it?

22. Describe a time you went above and beyond what was expected of you at work. What were the outcomes?

23. Have you ever been convicted of a felony or misdemeanor or plead no contest to any charges in any jurisdiction?  Yes  No (Convictions or no contest pleas will not necessarily disqualify an applicant from employment) If "Yes", please explain and provide dates (explanations at interview will not be accepted):

---

---

**INTERNAL APPLICANT ACKNOWLEDGEMENT:**

I certify that the information provided in this application is true and complete to the best of my knowledge. I certify that I have not omitted any information from the application. I am aware that **Coarc** will treat omissions as false statements and such omissions shall be grounds for termination of the interview process and/or grounds for dismissal.

I authorize investigation of all statements contained herein. By signing below, I release all parties from all liability for any damage that may result from furnishing reference information.

I understand that my internal application may require me to undergo a background check per regulation and/or requirements through agencies such as OPWDD, OMH, State Education Department and State Transportation Department. Background checks may include: Medicaid Exclusion Checks, Motor Vehicle Record Check, Criminal Background Check, State Central Registry Clearance, and Sexual Offender Check. Per regulations and/or requirements, post offer health screenings may also be required. Post Offer health screenings can include: Tuberculosis Test, Medical Statement, and Immunizations Records. I understand I may withdraw my internal application at any time without prejudice.

I understand and agree that if hired, my employment will be considered "at will" and for no definite period of time and can, regardless of the date of payment of wages and salary, be terminated by me or the Agency at any time with or without prior notice, with or without cause. I understand that I am required to abide by all Agency rules and regulations.

Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

cc: Personnel File  
Interviewing Manager  
HR Department