



Bureau of Legislative Research Employment Application

- Applications for employment with the Bureau of Legislative Research are accepted without regard to sex, race or color, national origin, physical/mental handicap, age, religion, or political affiliation. Conviction of a crime does not automatically bar any applicant from employment or other opportunities with the Bureau of Legislative Research.
- Applications, once filed, may be subject to disclosure as a public record under the Arkansas Freedom of Information Act.
- Applications filed do not create a contract of employment with the Bureau of Legislative Research. If any individual is hired, employment is for no definite period of time. Individuals hired will also be required to provide proof of eligibility to work in the United States pursuant to the Immigration Reform and Control Act of 1986.
- Qualified Applicants with disabilities, as defined in the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, may request any needed accommodations to participate in the application process.

Notice to Applicants

Read Carefully before filing this application

- The Arkansas Bureau of Legislative Research is an Equal Opportunity Employer.
- An application will not be given employment consideration unless the applicant fills out the **entire application form** and provides the job title(s) for which he or she is making application. **EACH APPLICANT MUST SIGN AND DATE THE APPLICATION.** Applicants are encouraged to attach an original resume to supplement their application.
- Applications must be received no later than 4:30 p.m. on the closing date listed in the ad.
- The applicant should provide correct telephone numbers and addresses where he or she can be contacted; should either change, please notify the Bureau.
- If an applicant is selected for an employment interview, the appropriate hiring official will contact the applicant. Selection is made from among the best qualified applicants.

Please Return Completed Application to:

THE BUREAU OF LEGISLATIVE RESEARCH
Attn: Lisa Willits
State Capitol Building – Room 315
Little Rock, Arkansas 72201

APPLICATION FOR EMPLOYMENT

Please answer all questions which apply to you. If they do not apply, mark them N/A. Please print, type or write legibly.

LAST NAME	FIRST NAME	MIDDLE NAME or INITIAL		
COMPLETE MAILING ADDRESS	CITY	STATE	ZIP CODE	COUNTY
HOME PHONE NUMBER	WORK PHONE NUMBER	CELL OR MESSAGE NUMBER		
E-MAIL ADDRESS				

Position(s) for which you are applying (give title(s) and position number(s), if known):

1. _____
2. _____
3. _____
4. _____

EMPLOYMENT STATUS SECTION

Will you accept any type of employment? Yes No
 If no, check which type(s) of employment you will accept. Full Employment Part Time Temporary

Have you ever filed an application for employment with this agency? Yes No
 If yes, what was your name at that time? _____

Have you ever been employed by Arkansas State Government? Yes No

List professional license(s) relevant to position(s) for which you are applying. Give type of license, license number, date of expiration, and state. _____

May we contact your current employer? Yes No
 May we contact your former employer(s)? Yes No

EDUCATIONAL HISTORY

HIGH SCHOOL	Received:	If None, Highest Grade Completed _____
	<input type="checkbox"/> Diploma <input type="checkbox"/> G.E.D. <input type="checkbox"/> Certificate: Type Awarded: _____	

■ List below post secondary schools, colleges, universities, trade/vocational, or others attended:

Name and Location	From		To		Major/Minor	Hours Completed (See note below)	Degree/ Diploma Awarded	Date Graduated
	Mo.	Yr.	Mo.	Yr.				

Note: For hours completed indicate whether semester hours, quarter hours, clock hours, etc.

Name: Last First Middle

WORK HISTORY

List all prior work experience, including military service, beginning with your most recent employment. (Include all work experience even if you do not believe that experience to be related to the position(s) for which you are applying.) You may include volunteer or unpaid work as part of your history; however, you should include the number of hours per week you performed these duties. If you do not have enough space to list all your work experience, use a separate sheet for continuation. If you wish to include a resume instead of completing the work history section, make sure all the requested information is included.

1.	Current or most recent employer		Business phone number		Employment dates
Complete mailing address		City	State	Zip Code	From Mo. _____ Yr. _____
Type of business					To Mo. _____ Yr. _____
Supervisor's name					Average hours worked
Name under which employed			Your job title		per week _____
Your job duties (be specific)					Salary
					Lowest \$ _____ Highest \$ _____
Reason for leaving					
2.	Employer		Business phone number		Employment dates
Complete mailing address		City	State	Zip Code	From Mo. _____ Yr. _____
Type of business					To Mo. _____ Yr. _____
Supervisor's name					Average hours worked
Name under which employed			Your job title		per week _____
Your job duties (be specific)					Salary
					Lowest \$ _____ Highest \$ _____
Reason for leaving					
3.	Employer		Business phone number		Employment dates
Complete mailing address		City	State	Zip Code	From Mo. _____ Yr. _____
Type of business					To Mo. _____ Yr. _____
Supervisor's name					Average hours worked
Name under which employed			Your job title		per week _____
Your job duties (be specific)					Salary
					Lowest \$ _____ Highest \$ _____
Reason for leaving					

4.	Employer	Business phone number		Employment dates
Complete mailing address	City	State	Zip Code	From Mo. _____ Yr. _____
Type of business				To Mo. _____ Yr. _____
Supervisor's name				Average hours worked
Name under which employed		Your job title		per week _____
Your job duties (be specific)				Salary
				Lowest \$ _____ Highest \$ _____
Reason for leaving				

5.	Employer	Business phone number		Employment dates
Complete mailing address	City	State	Zip Code	From Mo. _____ Yr. _____
Type of business				To Mo. _____ Yr. _____
Supervisor's name				Average hours worked
Name under which employed		Your job title		per week _____
Your job duties (be specific)				Salary
				Lowest \$ _____ Highest \$ _____
Reason for leaving				

6.	Employer	Business phone number		Employment dates
Complete mailing address	City	State	Zip Code	From Mo. _____ Yr. _____
Type of business				To Mo. _____ Yr. _____
Supervisor's name				Average hours worked
Name under which employed		Your job title		per week _____
Your job duties (be specific)				Salary
				Lowest \$ _____ Highest \$ _____
Reason for leaving				

Special Skills

Typing Speed (corrected words per minute):	Stenographic speed (words per minute):	Can you transcribe machine dictation? <input type="checkbox"/> Yes <input type="checkbox"/> No
List the business machines, computers and word processors you can operate:		
List any other skills relative to the job(s) for which you are applying:		

References

- Please list three (3) persons not related to you, who have knowledge of your work qualifications, are not previous or current employer(s), and can serve as a reference for you.

Name:	Address:	Telephone:
1.		
2.		
3.		

Nepotism

- Do you have any relatives employed by the Bureau of Legislative Research? Yes No

If yes, complete the remainder of this section. (This question is being asked for the sole purpose of ensuring compliance with any applicable law or policy concerning nepotism.)

Name	Relation

Background Information

- Have you been convicted of a crime (civilian or military) other than minor traffic violations? Yes No

If yes, state date, place, and nature of conviction. _____

■ Before you sign this application:

Check over your answers to make sure that all questions have been completed properly. If the job you are applying for requires a college degree or certification, a copy of your transcript, certificate, or license may be required as a condition of employment.

I, the below signed individual, hereby declare that, to the best of my knowledge and my ability, the information on this application is true and factual.

I understand that if I am hired, that my employment is not for any definite period of time, and I may be terminated at any time.

I understand that if I state that I have a college degree and do not have one, that my application will be rejected, or if hired, I will be terminated in accordance with Arkansas Code § 21-12-102.

I understand that my application may be subject to disclosure as a public record under the Arkansas Freedom of Information Act.

I understand that certain jobs may require an acceptable driver’s safety record, and that if my current or future driver’s record is unacceptable under the State Driver’s Risk Program, my application may be rejected and, if hired, I may be subject to termination.

I understand that I will be required to provide proof of eligibility to work in the United States pursuant to the Immigration Reform and Control Act of 1986 as a condition of any employment.

I understand that false, misleading, or incomplete statements could lead to my dismissal as an employee, or rejection as an applicant.

I also understand that some jobs require special background checks, security clearance, or compliance with other specific agency hiring policies prior to my employment, or as a condition of employment; and that failure to meet these requirements may lead to my rejection as an applicant for, or termination from, that job.

I affirm that it is my genuine intent to seek employment in the Bureau of Legislative Research, and this application is submitted solely for that purpose and for no other purposes.

Signature of applicant

Date of signature