



**Application for Employment**

Date \_\_\_\_\_

Name \_\_\_\_\_

Last

First

Middle

Present Address \_\_\_\_\_

Street

City

Zip

Phone Number(\_\_\_\_\_) \_\_\_\_\_

If related to anyone in our employ, state name and department \_\_\_\_\_

**EMPLOYMENT DESIRED**

Position: \_\_\_\_\_ Date Available \_\_\_\_\_ Salary desired \_\_\_\_\_

Full or Part Time (circle one) Specify Hours/Days if Part Time \_\_\_\_\_

Are you now employed? \_\_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_

Have you previously applied to this company? \_\_\_\_\_ When? \_\_\_\_\_

**EDUCATION**

	<i>Name &amp; Location</i>	<i>Subjects Studied</i>	<i>Graduate?</i>
Grammar School			
High School			
College			
Trade/ Business Correspondence			

What language other than English do you speak fluently? \_\_\_\_\_

Activities: (Exclude any organization, the name or character of which indicates race, creed, sex, marital status, age, color, national origin, or any physical handicap of its members) \_\_\_\_\_

Are you able to produce valid identification and proof of legal residence upon the receipt of a job offer? \_\_\_\_\_

(revised 6/95 NCGA)

**FORMER EMPLOYERS:** (List all employers for the last ten years, starting with the last one first)

Date	Name & Address	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

Were you in the United States Armed Forces? \_\_\_\_\_ If yes, do you have any skills relevant to the job for which you have applied, which were acquired during any military service? \_\_\_\_\_

Have you ever been convicted of a crime? A conviction will not necessarily disqualify an applicant from employment. (Do not include any marijuana-related convictions dated more than two years ago)

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES:**

Name	Address	Business	Years Acquainted

In case of emergency notify \_\_\_\_\_  
 Address \_\_\_\_\_ Phone number \_\_\_\_\_

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time with or without notice.

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

**We do not discriminate against any person because of sex, race, color, religion, national origin, ancestry, citizenship, pregnancy, age, marital status, medical condition, or physical or mental disability.**

**Do not write below this line**

Interview By: \_\_\_\_\_ Hired \_\_\_\_\_ For Department \_\_\_\_\_  
 Reporting date \_\_\_\_\_ Salary \_\_\_\_\_  
 Approved By: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_