

Employment Application (North Carolina)

Equal Opportunity Employer

We are an equal opportunity employer and consider all applicants without regard to race, color, religion, sex, national origin, age, disability, genetic information, or any other protected status under applicable law.

Applicant Information

Full Name: _____

Address: _____

City, State, ZIP: _____

Phone: _____ Email: _____

Are you at least 18 years old? Yes No

Are you legally authorized to work in the United States? Yes No

(Proof of authorization will be required upon hire.)

Employment Preferences

Desired Employment: Full-Time Part-Time Temporary Seasonal

Desired Pay Rate: \$_____ per hour year

Available Start Date: _____

How did you hear about us? _____

Availability

Days Available: Mon Tue Wed Thu Fri

Hours Available: _____

Are you willing to work overtime if needed? Yes No

Education

High School: _____ Location: _____

Did you graduate? Yes No Degree/Diploma: _____

College/University: _____ Location: _____

Did you graduate? Yes No Degree: _____

Other Training/Certifications: _____

Employment History

Employer #1

- Company Name: _____
- Job Title: _____
- Dates Employed: _____ to _____
- Supervisor: _____ Phone: _____
- Reason for Leaving: _____

Employer #2

- Company Name: _____
- Job Title: _____
- Dates Employed: _____ to _____
- Supervisor: _____ Phone: _____
- Reason for Leaving: _____

(Attach additional pages if needed.)

Skills & Qualifications

Do you have computer knowledge? Yes No

If yes, please list programs or systems you are familiar with:

Languages you speak: _____

Typing speed: _____ words per minute (WPM)

Additional skills, experience, or qualifications:

References

(Please list two professional references.)

Name: _____ Relationship: _____

Phone: _____ Email: _____

Name: _____ Relationship: _____

Phone: _____ Email: _____

Background & Acknowledgments

Have you ever been convicted of a crime (excluding minor traffic violations)? Yes No

If yes, please explain (a conviction will not automatically disqualify you):

At-Will Employment (North Carolina): I understand that, if hired, my employment will be **at-will**, meaning either the employer or I may terminate employment at any time, with or without cause or notice, unless otherwise provided by law.

Authorization: I certify that the information provided is true and complete to the best of my knowledge. I authorize investigation of all statements and understand that falsification may result in disqualification or termination.

Applicant Signature: _____ **Date:** _____

For Office Use Only:

- Interviewed by: _____ Date: _____
- Hire Yes No Position: _____ Start Date: _____