

# APPLICATION FOR EMPLOYMENT

## *State of North Carolina*

### INSTRUCTIONS TO APPLICANTS

**TO BE CONSIDERED FOR STATE EMPLOYMENT, YOU MUST ANSWER ALL QUESTIONS AND COMPLETE ALL SECTIONS OF THIS APPLICATION FORM.**

THE STATE EMPLOYS ONLY US CITIZENS OR ALIENS WHO CAN PROVIDE PROOF OF IDENTITY AND WORK AUTHORIZATION WITHIN 3 WORKING DAYS OF EMPLOYMENT MALES SUBJECT TO MILITARY SELECTIVE SERVICE REGISTRATION MUST CERTIFY COMPLIANCE TO BE ELIGIBLE FOR STATE EMPLOYMENT (G.S. 143B-421.1). SEE AVAILABILITY BLOCK.

#### WHEN COMPLETING THIS APPLICATION, PLEASE MAKE SURE YOU

- COMPLETE THE SECTION FOR EQUAL OPPORTUNITY INFORMATION.
- APPLY FOR ONE VACANCY PER APPLICATION.
- IF YOU ARE A RIF APPLICANT WITH PRIORITY- PLEASE CHECK THE APPROPRIATE BOX.
- GIVE COMPLETE INFORMATION ON YOUR EDUCATION AND WORK HISTORY ("SEE RESUME" IS NOT ACCEPTABLE).
- LIST SEPARATELY EACH JOB HELD AND YOUR DUTIES FOR EACH POSITION WHEN YOU WORKED FOR ONE EMPLOYER AND HELD MORE THAN ONE POSITION.
- AS YOU DESCRIBE YOUR WORK HISTORY, MAKE SURE YOU HIGHLIGHT YOUR COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES AND WORK BEHAVIORS) WHICH DEMONSTRATE YOUR QUALIFICATIONS FOR THE POSITION FOR WHICH YOU ARE APPLYING.
- PROVIDE ONLY THE LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER.
- CHECK FOR ACCURACY, SIGN AND DATE YOUR APPLICATION.

THANK YOU FOR YOUR INTEREST IN STATE GOVERNMENT. NORTH CAROLINA WANTS TO FIND THE BEST QUALIFIED PEOPLE AVAILABLE TO SERVE ITS CITIZENS. ALTHOUGH EVERYONE WHO APPLIES CANNOT BE HIRED, YOUR APPLICATION WILL BE GIVEN EVERY CONSIDERATION.

PD 107 (REV 09/08/2011)

#### Equal Opportunity Information

State Government policy prohibits discrimination based on race, sex, color, creed, national origin, age, genetic information or disability. Sex, age or absence of disability is a bona fide occupational qualification in a small number of State jobs. The information requested below will in no way affect you as an applicant. Its sole use will be to see how well our recruitment efforts are reaching all segments of the population.

|  |   |
|--|---|
| <p><b>Date of Birth</b></p> <p>_____</p> <p>(Month) (Day) (Year)</p><br><p><b>Gender</b></p> <p><input type="checkbox"/> Male      <input type="checkbox"/> Female</p> | <p><b>ETHNIC GROUP</b></p> <p>1. <input type="checkbox"/> White (non-Hispanic)</p> <p>2. <input type="checkbox"/> Black (non-Hispanic)</p> <p>3. <input type="checkbox"/> Hispanic (Mexican, Puerto Rican, Cuban, Central or South American, other Spanish origin regardless of race)</p> <p>4. <input type="checkbox"/> Asian (including Pacific Islander)</p> <p>5. <input type="checkbox"/> American Indian (including Alaskan native)</p> |
|--|---|

|   |  |   |  |  |                         |                         |
|---|--|---|--|--|-------------------------|-------------------------|
| <h1 style="margin: 0;">APPLICATION FOR EMPLOYMENT</h1>  |  | <b>STATE OF<br/>NORTH CAROLINA</b>  | Date of Application  |  |                         |                         |
| Last 4 digits of Social Security No.  | Last Name  | First Name  | Middle Name  |  |                         |                         |
| Address (Street number and name)  |  | City  | County   |  |                         |                         |
| State   | Zip Code   | Phone (Home or where you can be reached)  | Business Phone   |  |                         |                         |
| <b>Availability</b><br>Do you now work for the State of NC?<br><input type="checkbox"/> YES <input type="checkbox"/> NO   | <b>Are you a layoff candidate with the State of N.C. eligible for RIF priority reemployment consideration as described by GS 126:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>Notification Date:</b> _____<br>Are you related by blood or marriage to any person now working for the State <input type="checkbox"/> YES <input type="checkbox"/> NO<br>If yes, give name, relationship to you and the agency where employed. | If subject to Military Selective Service registration, certify compliance by initialing dotted line<br>.....<br>..... |  |  |                         |                         |
| <b>Military Service</b><br>Have you served honorably in the Armed Forces of the United States on active duty for reasons other than training? <input type="checkbox"/> YES <input type="checkbox"/> NO<br>Do you wish to declare a service-connected disability? <input type="checkbox"/> YES <input type="checkbox"/> NO<br>At the time of this application, are you the surviving spouse or dependent of a deceased veteran who died from service-related reasons? <input type="checkbox"/> YES <input type="checkbox"/> NO<br>Do you wish to declare eligibility for veterans preference as the spouse of a disabled veteran? <input type="checkbox"/> YES <input type="checkbox"/> NO<br>Give dates of your (or spouse's) qualifying active military service:<br>Entered: _____ Separated: _____ Branch: _____ Rank _____ |  |   |  |  |                         |                         |
| <b>AGENCY USE ONLY: ELIGIBILITY FOR VETERAN'S PREFERENCE:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  |  |   |  |  |                         |                         |
| CHECK the types of work you will accept: <input type="checkbox"/> 1. Permanent full-time <input type="checkbox"/> 2. Permanent part-time <input type="checkbox"/> 3. Temporary full-time <input type="checkbox"/> 4. Temporary part-time<br><input type="checkbox"/> 5. Any of the preceding <input type="checkbox"/> 6. Work involving Travel <input type="checkbox"/> 7. Shift or Split Shift Work<br>If you are not available for work now, enter the earliest date you could begin work (mo/day/yr.) _____<br>Will you accept work anywhere in N.C.? <input type="checkbox"/> YES <input type="checkbox"/> NO (If no, list below the counties in which you would be willing to work.)<br>1. _____ 2. _____ 3. _____ 4. _____ 5. _____   |  |   |  |  |                         |                         |
| <b>Job Applied For</b><br>Enter below the specific title and vacancy number of the job for which you are applying.<br>Job Title: _____ Vacancy Number: _____  |  |   |  |  |                         |                         |
| <b>Referral Source</b><br>Please indicate your referral source: _____<br>If you were referred by the Employment Security Commission (Job Service) please indicate which local office: _____   |  |   |  |  |                         |                         |
| <b>Education</b><br>Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12    GED    College 1 2 3 4    Graduate School 1 2 3 4<br>Under S/Q Hrs., list the hours of credit received and if they were semester (S) or quarter (Q) hours.  |  |   |  |  |                         |                         |
| Schools   | Name and Location  | Dates Attended (mo/yr)<br>From:                      To:  | Grad?<br>YES <input type="checkbox"/><br>NO <input type="checkbox"/> | S/Q Hrs.   | Major/Minor Course Work | Type of Degree Received |
| High School   |  |   |  |  |                         |                         |
| College(s)<br>University (s)  |  |   | YES <input type="checkbox"/><br>NO <input type="checkbox"/>          |  |                         |                         |
| Graduate or Professional  |  |   | YES <input type="checkbox"/><br>NO <input type="checkbox"/>          |  |                         |                         |
| Other educational, vocational school, internships, etc.   |  |   | YES <input type="checkbox"/><br>NO <input type="checkbox"/>          |  |                         |                         |
| Special training programs and seminars you have completed in the last five years (list):  |  |   |  |  |                         |                         |
| If the job(s) applied for calls for specific courses, indicate those courses taken and credits received:  |  |   |  |  |                         |                         |
| Current professional status: (List fields of work for which you have been registered)   |  |   |  |  |                         |                         |
| Registration: _____   |  | State: _____  |  | No. _____  |                         |                         |
| Registration: _____   |  | State: _____  |  | No. _____  |                         |                         |
| Membership in professional, honorary, or technical societies (list):  |  |   |  | <b>DO NOT COMPLETE THIS BLOCK</b>                                      |                         |                         |
|   |  |   |  | DEGREES AND PROFESSIONAL CREDENTIALS                                   |                         |                         |
|   |  |   |  | <input type="checkbox"/> Have been verified                            |                         |                         |
|   |  |   |  | <input type="checkbox"/> Will be verified within 90 days (G.S. 126-30) |                         |                         |
|   |  |   |  | Person Responsible: _____  |                         |                         |

**Licenses and certifications (List, giving dates and sources of issuance):**

**SKILLS**

CHECK the following skills, experiences, etc., which you have:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Driver's License _____<br>Number _____ State _____    | <input type="checkbox"/> Sign Language _____                        | <input type="checkbox"/> Legal transcription _____   |
| <input type="checkbox"/> Chauffeur's License _____<br>Number _____ State _____ | <input type="checkbox"/> Foreign language (specify) _____           | <input type="checkbox"/> Medical transcription _____ |
| <input type="checkbox"/> Car for use at work _____                             | <input type="checkbox"/> Adding Machine/calculator _____            | <input type="checkbox"/> Braille _____               |
|  | <input type="checkbox"/> Typing (specify WPM) _____                 | <input type="checkbox"/> Word Processing _____       |
|  | <input type="checkbox"/> Shorthand/speedwriting (specify WPM) _____ | <input type="checkbox"/> Other _____                 |

Have you ever been convicted of an offense against the law other than a minor traffic violation? (A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.)  YES  NO (If yes, explain fully on an additional sheet.)

**WORK HISTORY** (include volunteer experience) Use additional sheets if necessary. As you describe your work history experiences, make sure you highlight your competencies which demonstrate your qualifications for the position for which you are applying.

|                           |          |  |  |
|---------------------------|----------|--|--|
| Current or Last Employer: | Address: |  |  |
|---------------------------|----------|--|--|

|            |                   |                  |                        |
|------------|-------------------|------------------|------------------------|
| Job Title: | Supervisor's Name | Telephone Number | No. Supervised by you: |
|------------|-------------------|------------------|------------------------|

|                       |                                 |  |                    |   |
|-----------------------|---------------------------------|--|--------------------|---|
| Date Employed (mo/yr) | Starting Salary<br>\$ _____ per | Ending or Current Salary<br>\$ _____ per | Reason for Leaving | May We Contact Employer<br>YES <input type="checkbox"/> NO <input type="checkbox"/> |
|-----------------------|---------------------------------|--|--------------------|---|

|  |  |
|--|--|
| Date Separated (mo/yr)                         | List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job: |
| Full Time    Years    Months                   |  |
| Part Time    Years    Months                   |  |
| If part time, number of hours worked per week: |  |

|           |          |  |  |
|-----------|----------|--|--|
| Employer: | Address: |  |  |
|-----------|----------|--|--|

|            |                   |                  |                        |
|------------|-------------------|------------------|------------------------|
| Job Title: | Supervisor's Name | Telephone Number | No. Supervised by you: |
|------------|-------------------|------------------|------------------------|

|                       |                                 |  |                    |   |
|-----------------------|---------------------------------|--|--------------------|---|
| Date Employed (mo/yr) | Starting Salary<br>\$ _____ per | Ending or Current Salary<br>\$ _____ per | Reason for Leaving | May We Contact Employer<br>YES <input type="checkbox"/> NO <input type="checkbox"/> |
|-----------------------|---------------------------------|--|--------------------|---|

|  |  |
|--|--|
| Date Separated (mo/yr)                         | List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job: |
| Full Time    Years    Months                   |  |
| Part Time    Years    Months                   |  |
| If part time, number of hours worked per week: |  |

|           |          |  |  |
|-----------|----------|--|--|
| Employer: | Address: |  |  |
|-----------|----------|--|--|

|            |                   |                  |                        |
|------------|-------------------|------------------|------------------------|
| Job Title: | Supervisor's Name | Telephone Number | No. Supervised by you: |
|------------|-------------------|------------------|------------------------|

|                       |                                 |  |                    |   |
|-----------------------|---------------------------------|--|--------------------|---|
| Date Employed (mo/yr) | Starting Salary<br>\$ _____ per | Ending or Current Salary<br>\$ _____ per | Reason for Leaving | May We Contact Employer<br>YES <input type="checkbox"/> NO <input type="checkbox"/> |
|-----------------------|---------------------------------|--|--------------------|---|

|  |  |
|--|--|
| Date Separated (mo/yr)                         | List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job: |
| Full Time    Years    Months                   |  |
| Part Time    Years    Months                   |  |
| If part time, number of hours worked per week: |  |

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed, and (or) criminal action. I further understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications (Authority: G.S. 126-30, G.S. 14-122.1.)

\_\_\_\_\_  
Signature of Applicant (unsigned applications will not be processed)

\_\_\_\_\_  
Date