

MOORE COUNTY
APPLICATION FOR EMPLOYMENT
 EQUAL OPPORTUNITY
 EMPLOYER

NOTICE TO APPLICANT:

A resume will not be accepted in lieu of an application. Failure to complete an application will result in non-consideration. A resume may be attached for further information. No person shall be denied employment with Moore County on the basis of any legally prohibited discrimination involving, but not limited to, race, color, creed, religion, gender, national origin, age, disability, marital status, veteran status, sexual orientation, or any other legally protected status.

Date of Application: _____ Position Applied For: _____

PERSONAL:

Name: _____ **Social Security Number:** _____
 (Last) (First) (Middle)

Present Address: _____ **Date of Birth:** _____
 (Street) (City) (State) (Zip)

Permanent Address: _____
 (Street) (City) (State) (Zip)

Home Phone: _____ **Work Phone:** _____ **Other Contact Number:** _____

In Case of Emergency Notify: _____
 (Name) (Address) (Phone) (Relationship)

THE FOLLOWING QUESTIONS ARE INFORMATION THAT IS REQUIRED FOR A BONA FIDE OCCUPATIONAL QUALIFICATION, OR DICTATED BY NATIONAL SECURITY LAWS, OR IS NEEDED FOR OTHER LEGALLY PERMISSIBLE REASONS.

Are you 18 years or Older?
 YES NO

Can you, after being hired, verify your legal right to work in the United States?
 YES NO

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status? YES NO

Proof of Citizenship or Immigration Status will be required upon Employment.

How Did you Learn About Us?
 Advertisement Employment Agency
 Friend Relative
 Walk-In
 Their Name: _____

Have you ever Filed an Application with Moore County?
 YES NO If Yes, Department: _____
 Have You Ever Been Employed By Moore County?
 YES NO If Yes, Department: _____
 Dates From: _____ To: _____

Have You Ever Been Convicted of a Felony?
 YES NO If Yes, Date: _____
 Place: _____
 Describe: _____

Are You Related by Blood or Marriage to any Current Moore County Employee? YES NO
 If yes, Name of Employee: _____
 Department: _____
 Relationship: _____

What Languages do you Speak Fluently? _____

FORMER EMPLOYERS:

List all of your employers for the **Past 10 years** (may continue on an attachment). Include you current employer. List at least three employers (may go back past 10 years). List the most recent employment first.

Name and Address of Present or Last Employer:		

Dates of Employment:		
From Mo/Yr: _____	To Mo/Yr: _____	Position Held: _____
Supervisor's Name: _____		Supervisor's Title: _____
May we Contact your Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		Ending Rate/Salary: \$ _____ Per: _____
Contact Name: _____		Contact Phone: _____
Position Description/Duties: _____		

Reason for Leaving: _____		

Name and Address of Past Employer:		

Dates of Employment:		
From Mo/Yr: _____	To Mo/Yr: _____	Position Held: _____
Supervisor's Name: _____		Supervisor's Title: _____
Starting Rate/Salary: \$ _____ Per: _____		Ending Rate/Salary: \$ _____ Per: _____
Contact Name: _____		Contact Phone: _____
Position Description/Duties: _____		

Reason for Leaving: _____		

Name and Address of Past Employer:		

Dates of Employment:		
From Mo/Yr: _____	To Mo/Yr: _____	Position Held: _____
Supervisor's Name: _____		Supervisor's Title: _____
Starting Rate/Salary: \$ _____ Per: _____		Ending Rate/Salary: \$ _____ Per: _____
Contact Name: _____		Contact Phone: _____
Position Description/Duties: _____		

Reason for Leaving: _____		

FORMER EMPLOYERS:

Name and Address of Past Employer: _____

Dates of Employment:

From Mo/Yr: _____ To Mo/Yr: _____ Position Held: _____

Supervisor's Name: _____ Supervisor's Title: _____

Starting Rate/Salary: \$ _____ Per: _____ Ending Rate/Salary: \$ _____ Per: _____

Contact Name: _____ Contact Phone: _____

Position Description/Duties: _____

Reason for Leaving: _____

Name and Address of Past Employer: _____

Dates of Employment:

From Mo/Yr: _____ To Mo/Yr: _____ Position Held: _____

Supervisor's Name: _____ Supervisor's Title: _____

Starting Rate/Salary: \$ _____ Per: _____ Ending Rate/Salary: \$ _____ Per: _____

Contact Name: _____ Contact Phone: _____

Position Description/Duties: _____

Reason for Leaving: _____

EMPLOYMENT DESIRED:

Date you Can Start: _____ Salary Desired: _____

Job Title of Position(s) Desired: _____

Type of Position Desired: Regular Full-Time Temporary Full-Time
 Regular Part-Time Temporary Part-Time

Specify Days of the Week and Number of Hours Preferred: _____

Are you Willing to Work Irregular Hours? YES NO

EDUCATION AND TRAINING RECORD:

Schools Attended	Name/Address of School	Course of Study	Years Completed	Diploma Degree
High School				
College/University				
Tech/Trade School				
Other				
List Academic Honors, Scholarships, etc. that you feel are Significant and Relevant to Employment:				
List All Current Professional License/Certifications:				
List All Subjects of Special Study or Training that you feel are Significant and Relevant to Employment:				

ADDITIONAL INFORMATION:

Summarize Special Job-related Skills and Qualifications Acquired from Employment or Other Experience:

PERSONAL REFERENCES:

List Three Persons Other Than Relatives that have Knowledge of your Work Experience or Education:				
Name	Address, City, State, Zip	Telephone	Years Acquainted	Relationship To you

APPLICANT’S CERTIFICATION AND AGREEMENT

I certify that all information included in this Application for Employment is true and correct to the best of my knowledge. I authorize Moore County to investigate all information contained in this packet to the extent it deems necessary in arriving at an employment decision. This application will be considered for a period not to exceed 60 days. I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship is of an “AT WILL” nature, which means that the employee may resign at any time and the employer may discharge the employer at any time with or without prior notice, and for any reason not prohibited by statute. I understand that false or misleading information given in my application package or interview may result in my removal from consideration from employment or if after employment it may result in discipline or discharge. I also understand that I am required to abide by all rules and regulations of the employer in the event of employment.

SIGNATURE: _____

DATE: _____

APPLICANT'S AUTHORIZATION TO RELEASE INFORMATION

As an applicant for a position with Moore County, I hereby authorize employers and/or educational institutions to release information concerning my work and educational history. The information obtained will be used in determining my qualifications for the position applied.

You may release or verify the following information:

_____ Any Information Requested

Employment Related:

_____ Past Employers

_____ Salary History

_____ Dates of Employment

_____ Duties and Responsibilities

_____ Reasons for Leaving

_____ Eligibility for Rehire

_____ Drug and Alcohol Testing Records

Educational Institutions:

_____ Years of Attendance

_____ Degree Obtained

_____ Transcript

Signature

Date

Print Name

Social Security Number

List Any Other Different Name(s) Used: (*Maiden, Previous Marriage, Legal Name Change*)

Disclosure and Consent Form

Applicant's Name (*printed*): _____

Date of Birth: _____ Social Security Number: _____

Applicant's Present Address: _____

City: _____ State: _____ Zip: _____

1. Consent to Conduct Background Investigation and Credit History

As a condition of and in consideration for the Moore County position, I give permission to Moore County to investigate my **personal, employment, and credit history**. I understand that this background investigation will include, but not be limited to, verification of all information on this Application, as well as interviews with past employers. I further give permission to Moore County to conduct this investigation and to discuss the results of this investigation in connection with my application for employment.

2. Consent to Contact Past Employers

I give permission to Moore County to contact all employers listed in this application (*except those specifically excluded*) for references. I further give permission to all current or previous employers and/or managers or supervisors to discuss my relevant personal and employment history with Moore County, and consent to the release of such information orally or in writing.

3. Consent to Contact Government Agencies

I give permission to any agent, attorney or representative of Moore County to receive a copy of any information obtained in the file of any federal, state or local court, governmental agency, law enforcement agency or investigator concerning or relating to me. I further consent to the release of such information and waive any right under state law concerning notification of the request for a release of such information. In the event a state law does not provide for prospective employers to have access to information, I hereby delegate Moore County as my agent for receipt of information. I understand that the scope of this investigation will be limited to criminal and/or civil records that relate to my honest, integrity and/or abilities.

4. Falsification Statement

I understand that any falsification or willful omission of fact made in this application or in connection with any background investigation may be sufficient grounds for rejection of this application, or, if discovered after an offer of employment, for immediate dismissal.

5. Employment "At Will"

In consideration of my employment, I agree to conform to the rules and regulations of Moore County, and my employment and compensation is "at will" in that they can be terminated with or without cause, and with or without notice, at any time, at the option of either Moore County or myself, except as otherwise provided by law.

By execution of this document, I acknowledge that I have been informed by Moore County that a **Criminal History Check** and **Credit History Check** will be performed on my name. I have informed Moore County of all names (e.g. maiden, aliases) that I have used in the past.

I **certify** that all of the statements made by me on my application for employment are true and correct, and complete to the best of my knowledge. I certify that the information on this form contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge. I understand that all information obtained by Moore County regarding any criminal history or credit history will remain confidential. I acknowledge that if I am found to have been convicted of any felony offense(s), that these offenses may also bar my employment.

Print Name: _____ **Date:** _____

Signature: _____