

**APPLICATION FOR EMPLOYMENT**

*Thank you for taking time to complete this application. We are grateful for your interest in Penick Village.*

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to credit data. This list, however, is not exhaustive of the grounds on which discrimination is prohibited.

**Please Print Clearly:** **Position Applied For:** \_\_\_\_\_  
 (Indicate Shift, if applicable)

Name: \_\_\_\_\_ Last 4 of SS#: \_\_\_\_\_  
*First,* *Middle,* *Last*

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
*Street* *P O Box* *City* *State* *Zip*

Are you legally eligible for employment in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_ Email Address: \_\_\_\_\_  
 If hired, you are required to submit proof of your eligibility to work in the United States.

Are you over the age of eighteen? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, hire is subject to verification that you are of minimum legal age.

Have you ever been employed at Penick Village before? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when? \_\_\_\_\_

Are you related to a current employee of Penick Village? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Name \_\_\_\_\_ Relationship \_\_\_\_\_

If your application is considered favorable, on what date will you be available for work? \_\_\_\_\_

**If the position you are applying for has physical requirements, a dexterity test will be administered at the time of interviewing, which could include, but not limited to lifting, pushing, pulling, squatting, twisting, bending, walking up and down stairs, walking briskly.**

The state of North Carolina requires that all applicants that have been a resident of NC for at least five years have a state criminal background check. For Applicants who have been a resident of NC for less than five years, a state and federal criminal background check is required.

Have you been a resident of North Carolina for at least five years? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If No, please list addresses for last five years.

**HONESTY IS THE KEY** in completing this application for consideration of employment at Penick Village. Please understand that criminal records are recorded for an indefinite period of time with all State Bureaus of Investigation.

Have you **EVER** been **CONVICTED**, under any name, of an offense against the law (*misdemeanor or felony*) **OR** are you now under charges for any offense against the law? Offenses include, but are not limited to, driving while impaired, assault, abuse, theft, illegal drugs, etc. A conviction does not necessarily disqualify someone for employment. However, dishonesty on this application **WILL** disqualify someone for employment. The offense(s) and how recently you were convicted will be evaluated in relations to the job for which you are applying in order to make an employment decision.

\_\_\_\_\_ **YES** \_\_\_\_\_ **NO** If you answered **YES** to the above question, please give the conviction date(s) and a description of the offense(s). Date: \_\_\_\_\_ Description: \_\_\_\_\_

If you become an employee at Penick Village, and at any time during your employment you are charged with any offense(s) against the law, you are **REQUIRED** to report those charges to your Department Leader and/or the Human Resource Department.

## EMPLOYMENT HISTORY

Please list below present and past employment, beginning with your most recent.

1

Name and Address of Company	Dates of Employment: From: _____ To: _____	
	Starting Salary	Ending Salary
	Describe the work that you did:	
Telephone No.:	May we contact this Employer? Yes _____ No _____	
Name of Supervisor:		
Reason for Leaving:		

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Name and Address of Company	Dates of Employment: From: _____ To: _____	
	Starting Salary	Ending Salary
	Describe the work that you did:	
Telephone No.:	May we contact this Employer? Yes _____ No _____	
Name of Supervisor:		
Reason for Leaving:		

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Name and Address of Company	Dates of Employment: From: _____ To: _____	
	Starting Salary	Ending Salary
	Describe the work that you did:	
Telephone No.:	May we contact this Employer? Yes _____ No _____	
Name of Supervisor:		
Reason for Leaving:		

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Name and Address of Company	Dates of Employment: From: _____ To: _____	
	Starting Salary	Ending Salary
	Describe the work that you did:	
Telephone No.:	May we contact this Employer? Yes _____ No _____	
Name of Supervisor:		
Reason for Leaving:		

## RECORD OF EDUCATION

Schools Attended (List Name and City and State)	Did you Graduate (circle)	
<hr/> <hr/> <hr/>	Yes    No  Diploma: _____	Circle years completed (circle): 1    2    3    4  Course of Study: _____
<hr/> <hr/> <hr/>	Yes    No  Diploma: _____	Circle years completed: 1    2    3    4  Course of Study: _____
<hr/> <hr/> <hr/>	Yes    No  Diploma: _____	Circle years completed: 1    2    3    4  Course of Study: _____
<hr/> <hr/> <hr/>	Yes    No  Diploma: _____	Circle years completed: 1    2    3    4  Course of Study: _____

**Referred or Recommended To Penick Village By:** \_\_\_\_\_

### REFERENCES (Not Former Employers or Relatives)

Name:	Phone No.:
Address:	Occupation:

Name:	Phone No.:
Address:	Occupation:

Name:	Phone No.:
Address:	Occupation:

May we call you to follow up on this application at home? Yes \_\_\_ No \_\_\_ If yes, what is the best time to call? \_\_\_  
 May we call you to follow up on this application at work? Yes \_\_\_ No \_\_\_ If yes, what is the best time to call? \_\_\_  
 May we contact you to follow up on this application by text? Yes \_\_\_ No \_\_\_ Email? Yes \_\_\_ No \_\_\_

### PLEASE READ AND SIGN BELOW

The Facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand this application does not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. I understand that signing this application gives Penick Village permission to contact my previous employers that I checked yes to in the Employment History section. **Any applicant for employment who willfully furnishes, supplies or otherwise gives false information on an employment application that is the basis for a criminal history record check under this section shall be guilty of a Class A1 misdemeanor. [NCGS 131E-265(e)]**

Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_