

WAKE COUNTY GOVERNMENT
APPLICATION FOR
EMPLOYMENT
(PLEASE PRINT)

PERSONAL DATA

SOCIAL SECURITY NUMBER			FIRST NAME			MIDDLE NAME			LAST NAME			
ADDRESS (Street Number and Name)						CITY			STATE		ZIP CODE	
PHONE (Home or Other Number Where You Can Be Reached)						BUSINESS PHONE						
()						()						

AVAILABILITY

<ul style="list-style-type: none"> Have you ever filed an application with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, give date When are you available to begin employment? Check the types of work you will accept: <ul style="list-style-type: none"> <input type="checkbox"/> Regular Full Time <input type="checkbox"/> Regular Part Time <input type="checkbox"/> Weekends <input type="checkbox"/> Temporary Full Time <input type="checkbox"/> Temporary Part Time <input type="checkbox"/> Any of the above <input type="checkbox"/> Rotating Shifts <input type="checkbox"/> Night Work Position Applied For 			
JOB NUMBER		POSITION TITLE	

EDUCATION

	HIGH SCHOOL					VOCATIONAL/ TECHNICAL SCHOOL		COLLEGE/ UNIVERSITY				GRADUATE/ PROFESSIONAL			
School Name and Location															
Years Completed	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>	GED <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Dates Attended (mo/yr)	From: To:					From: To:		From: To:				From: To:			
List Credit Hours Received: (S) - Semester (Q) - Quarter															
Diploma/Degree Received															
Course of Study															

TRAINING

List fields of work for which you have been registered, licensed or certified			
Registration:	State:	No.:	Exp. Date:
Registration:	State:	No.:	Exp. Date:
List internships, specific courses, workshops, training and/or rotations you may have had that relate to the position you are applying for. Include credit hours or CEU's if applicable.			

EMPLOYMENT HISTORY

Using a separate section for each position, describe in detail all work experience beginning with your present or most recent job. Include periods of unemployment, self-employment, military service, internships, and volunteer and summer work. Use additional "Continuation Sheets" if necessary. Be sure to indicate whether employment was full-time or part-time, and if part-time, state the average number of hours worked per week. Incomplete information will result in the disqualification of your application.

May we contact your present employer? Yes No

A	Employer: (Present or most recent)		Address:		Phone No.:	
	Job Title:		Name of Supervisor:		No. Supervised by You:	
	Date Employed: (mo/yr)	Starting Salary: \$ per	Ending Salary: \$ per	Reason for Leaving:		
	Date Separated: (mo/yr)		Job Duties: (Be specific)			
	<input type="checkbox"/> Full-time # Years # Months <input type="checkbox"/> Part-time # Years # Months If part-time, number of hours per week					

B	Employer: (Present or most recent)		Address:		Phone No.:	
	Job Title:		Name of Supervisor:		No. Supervised by You:	
	Date Employed: (mo/yr)	Starting Salary: \$ per	Ending Salary: \$ per	Reason for Leaving:		
	Date Separated: (mo/yr)		Job Duties: (Be specific)			
	<input type="checkbox"/> Full-time # Years # Months <input type="checkbox"/> Part-time # Years # Months If part-time, number of hours per week					

C	Employer: (Present or most recent)		Address:		Phone No.:	
	Job Title:		Name of Supervisor:		No. Supervised by You:	
	Date Employed: (mo/yr)	Starting Salary: \$ per	Ending Salary: \$ per	Reason for Leaving:		
	Date Separated: (mo/yr)		Job Duties: (Be specific)			
	<input type="checkbox"/> Full-time # Years # Months <input type="checkbox"/> Part-time # Years # Months If part-time, number of hours per week					

D	Employer: (Present or most recent)		Address:		Phone No.:
	Job Title:		Name of Supervisor:		No. Supervised by You:
	Date Employed: (mo/yr)	Starting Salary: \$ per	Ending Salary: \$ per	Reason for Leaving:	

Date Separated: (mo/yr)	Job Duties: (Be specific)
<input type="checkbox"/> Full-time # Years # Months	
<input type="checkbox"/> Part-time # Years # Months	
If part-time, number of hours per week	

EMPLOYMENT HISTORY CONTINUED

E	Employer: (Present or most recent)		Address:		Phone No.:	
	Job Title:		Name of Supervisor:		No. Supervised by You:	
	Date Employed: (mo/yr)	Starting Salary: \$ per	Ending Salary: \$ per	Reason for Leaving:		
	Date Separated: (mo/yr)		Job Duties: (Be specific)			
	<input type="checkbox"/> Full-time	# Years	# Months			
	<input type="checkbox"/> Part-time	# Years	# Months			
If part-time, number of hours per week						

F	Employer: (Present or most recent)		Address:		Phone No.:	
	Job Title:		Name of Supervisor:		No. Supervised by You:	
	Date Employed: (mo/yr)	Starting Salary: \$ per	Ending Salary: \$ per	Reason for Leaving:		
	Date Separated: (mo/yr)		Job Duties: (Be specific)			
	<input type="checkbox"/> Full-time	# Years	# Months			
	<input type="checkbox"/> Part-time	# Years	# Months			
If part-time, number of hours per week						

SKILLS

Indicate skills, knowledges and abilities in the following areas which relate to the position you are applying for. Please check all that apply and that you would be able to use immediately upon employment.

- | | | | |
|---|-----|--|----------------|
| <input type="checkbox"/> Typing | wpm | <input type="checkbox"/> Speedwriting | wpm |
| <input type="checkbox"/> Shorthand | wpm | <input type="checkbox"/> Data Entry | keystrokes/hr. |
| <input type="checkbox"/> Transcription | wpm | <input type="checkbox"/> Adding Machine/Calculator | |
| <input type="checkbox"/> Word Processing (specify equipment and software) | | | |
| <input type="checkbox"/> Computer Operations (specify equipment) | | | |
| <input type="checkbox"/> Computer Programming (specify languages and equipment) | | | |
| <input type="checkbox"/> Other | | | |

EMPLOYMENT HISTORY CONTINUATION SHEET

G	Employer: (Present or most recent)		Address:		Phone No.:	
	Job Title:		Name of Supervisor:		No. Supervised by You:	
	Date Employed: (mo/yr)	Starting Salary: \$ per	Ending Salary: \$ per	Reason for Leaving:		
	Date Separated: (mo/yr)		Job Duties: (Be specific)			
	<input type="checkbox"/> Full-time # Years # Months <input type="checkbox"/> Part-time # Years # Months If part-time, number of hours per week					

H	Employer: (Present or most recent)		Address:		Phone No.:	
	Job Title:		Name of Supervisor:		No. Supervised by You:	
	Date Employed: (mo/yr)	Starting Salary: \$ per	Ending Salary: \$ per	Reason for Leaving:		
	Date Separated: (mo/yr)		Job Duties: (Be specific)			
	<input type="checkbox"/> Full-time # Years # Months <input type="checkbox"/> Part-time # Years # Months If part-time, number of hours per week					

I	Employer: (Present or most recent)		Address:		Phone No.:	
	Job Title:		Name of Supervisor:		No. Supervised by You:	
	Date Employed: (mo/yr)	Starting Salary: \$ per	Ending Salary: \$ per	Reason for Leaving:		
	Date Separated: (mo/yr)		Job Duties: (Be specific)			
	<input type="checkbox"/> Full-time # Years # Months <input type="checkbox"/> Part-time # Years # Months If part-time, number of hours per week					

J	Employer: (Present or most recent)		Address:		Phone No.:	
	Job Title:		Name of Supervisor:		No. Supervised by You:	
	Date Employed: (mo/yr)	Starting Salary: \$ per	Ending Salary: \$ per	Reason for Leaving:		
	Date Separated: (mo/yr)		Job Duties: (Be specific)			
	<input type="checkbox"/> Full-time # Years # Months <input type="checkbox"/> Part-time # Years # Months					

If part-time, number of
hours per week

GENERAL INFORMATION

- Do you work for Wake County Government? No Yes
If yes, are you: Regular Temporary
 - Are you a former employee of Wake County Government? No Yes
If yes, please indicate: Department: _____ Date separated: _____
 - Are you related by blood or marriage to any person currently employed by Wake County Government? No Yes
If yes, please indicate: Name: _____ Department: _____ Relationship: _____
 - Are you legally eligible to work in the United States? No Yes
 - If you are subject to Selective Service registration, are you in compliance? No Yes
 - Have you ever been convicted of any unlawful offense, other than a minor traffic violation? No Yes
If yes, please explain: _____
- NOTE:** A conviction record will not necessarily exclude you from employment. Factors such as age at time of offense, rehabilitation efforts, how recent the offense was, nature of the crime and type of job for which you are applying will be considered.
- Do you have a valid driver's license? No Yes

REFERENCES

List three persons who are not related to you who have definite knowledge of your qualifications for the position for which you are applying such as co-workers, teachers, etc. DO NOT repeat the names of supervisors previously listed.

Name

Address

Phone

CERTIFICATE OF APPLICANT

I certify that, to the best of my knowledge and belief, the statements given truly represent my background and experience. In addition, I give the following Authorization to Release Information. I hereby authorize my previous employers, personal references listed, and other persons or institutions shown on my application to provide Wake County any information requested. I further authorize Wake County to conduct a Police and Court Records investigation of my background. I understand that false information may be grounds for rejection of my application and (or) dismissal if I am employed. I understand that if I have any outstanding City and Wake County taxes at the time I am hired, my wages will be subject to immediate garnishment by the County. **I further understand that, if employed in a grant funded position, my continued employment is contingent upon availability of funds and my position will be abolished when the grant expires unless alternate funding is secured.**

Applicant's Signature

Date

BEFORE SUBMITTING YOUR APPLICATION, PLEASE CHECK TO SEE IF YOU HAVE:

1. Listed the correct job number and position title.
2. Listed your phone number correctly or a number where you can be reached.
3. Given complete information on your education, training and work experience.
4. Signed and dated your application. Unsigned applications will not be processed.

