



1576 Kelly Drive • Sanford, NC 27330 • 919-776-4048

## Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any legally protected status.

(PLEASE PRINT)

Last Name		First Name		Middle Name	
Address Number Street		City		State Zip	
Telephone Number(s) (h) (c)			Position(s) Applied For		
E-mail Address			Date of Application		
How did you learn about us?					
Advertisement <input type="checkbox"/>		Friend <input type="checkbox"/>		Referred By _____	
Employment Agency <input type="checkbox"/>		Relative <input type="checkbox"/>		Other <input type="checkbox"/>	

If the job requires it, and you receive training as required, are you willing and able to assist someone with:

- using the toilet
- dressing
- bathing
- changing undergarments due to incontinence
- transferring to/from a wheel chair
- provide transportation for an individual with mileage reimbursement

Can you work in a household with pets? Yes No

Can you work 8 hours without having to smoke? Yes No

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Best time to contact you is: \_\_\_\_\_ - \_\_\_\_\_ AM PM

Do any of your friends or relatives, other than spouse work here? Yes No

If yes, state relationship, and department: \_\_\_\_\_

Are you currently employed? Yes No

May we contact your present employer? Yes No

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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***

Date available for work \_\_\_/\_\_\_/\_\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work? Full-Time (8-4)  
Part-Time (3-7)  
Week-ends

Have you ever engaged in criminal behavior or broken the law other than a misdemeanor—including abuse, neglect or exploitation of another person—whether or not you were convicted of that behavior? Yes No

If yes, please explain: \_\_\_\_\_

Have you lived in North Carolina for the past 5 years? Yes No



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<b>EDUCATION</b>	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Business/Trade/Technical School				

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected

### WORK EXPERIENCE COVERING AT LEAST THE PAST 10 YEARS

<b>Employer</b>	Dates Employed		<b>Work Performed</b>
	From	To	
Address			
Telephone Number(s)		Hourly Rate/Salary	
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving			May we contact? Yes No
<b>Employer</b>	Dates Employed		<b>Work Performed</b>
	From	To	
Address			
Telephone Number(s)		Hourly Rate/Salary	
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving			May we contact? Yes No
<b>Employer</b>	Dates Employed		<b>Work Performed</b>
	From	To	
Address			
Telephone Number(s)		Hourly Rate/Salary	
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving			May we contact? Yes No
We may contact the employers list above unless you indicate those you do not want us to contact.		<b>DO NOT CONTACT</b>	
		Employer Number(s)	Reason



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<b>Employer</b>	Dates Employed		<b>Work Performed</b>
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving			May we contact?    Yes    No
<b>Employer</b>	Dates Employed		<b>Work Performed</b>
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving			May we contact?    Yes    No
<b>Employer</b>	Dates Employed		<b>Work Performed</b>
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving			May we contact?    Yes    No
We may contact the employers list above unless you indicate those you do not want us to contact.		<b>DO NOT    CONTACT</b>	
		Employer Number(s)	Reason

**Please include explanation of any gaps in employment.**

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**Describe any specialized training, apprenticeship, skills, and extracurricular activities**

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**Describe any job-related training received in the United States Military.**

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**List Professional, trade, business or civic activities and offices held.**

You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected Status.

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**ADDITIONAL INFORMATION**

**Other Qualifications**     *Summarize special job-related skills and qualifications acquired from employment or other experience. List also any computer skills, computer programs, and office machinery that you may have proficiency using that relates to your employment with us.*

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**Note to applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

*Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.*

YES     NO

**PERSONAL/PROFESSIONAL REFERENCES**

**Do not include family members or past supervisors.**

Name			
Relationship			
Mailing address, including ZIP			
Phone number(s)			
E-mail			
Best time to reach			



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### APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I give permission to Stevens Center to contact my past employers and waive my right to see the reference.

I authorize the Stevens Center to perform a criminal background check as part of this application process.

In the event of employment, I understand that if the Stevens Center discovers that I have intentionally given false answers or statements, or intentionally omitted correct and pertinent information in this employment application or in any document used to secure employment or advance employment, regardless of the time elapsed before discovery. I may be subject to discipline, change of employment status, reassignment, or termination.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of "at will" nature, which means that the Employee may resign at any time, and the Employer may discharge Employee at any time with or without cause.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Social Security Number

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

\_\_\_\_\_  
Date