

Four-County Community Services, Inc.

Mailing Address: P.O. Box 988, Laurinburg, NC 28353

Physical Address: 227 S. Main Street, Laurinburg, NC 28352

Email Address: fourcounty@4ccs.org

1. INSTRUCTIONS

PLEASE ANSWER ALL QUESTIONS. Résumés may be attached but **are not** accepted in lieu of completion of this application. Note: This document was designed to use with several types of positions. Some questions may not be completely applicable to the job/position you are seeking; however, we ask that you fully complete all areas of information.

2. APPLICANT INFORMATION

Position(s) applied for:		Date of Application:	
Last Name:	First Name:	Middle Initial:	
Address:		City:	State:
Street:		Zip:	
Telephone #: () -	Other Phone #: () -	Email:	

Are you under the age of 18 years? Yes No (If yes, you may be required to furnish proof of exemption or partial waiver as detailed by State Child Labor Law.)

Have you previously filed an application with this agency? Yes No If yes, give date:

Have you previously been employed by this agency? Yes No If yes, give date:

Please list any relatives and their relationship to you or friends who are employed with this agency:

Name:	Relationship:

Do you have the legal right to work in the United States? Yes No Date available for work: _____
(Note: If here on a visa, you will be required to provide appropriate documents for completion of the I-9 at the time of employment.)

Do you have a reliable means of transportation to get to work as required?
Yes No

Type of employment desired: Full-time Part-Time Temporary

Will you work overtime if asked? Yes No

If required, are you able to work evenings? Yes No

If required, are you available to travel? Yes No

Are there any hours or days you will not work? Yes No If yes, explain:

An Equal Opportunity Employer

Have you ever been convicted of a felony/misdemeanor or pleaded *nolo contendere* (no contest) to a felony/misdemeanor, or pleaded guilty to a felony/misdemeanor, or been found guilty of a felony/misdemeanor? Yes No If yes, please include any and all instances of these foregoing even if adjudication was withheld:

Do you have any pending criminal charges? Yes No
If yes, provide details including dates:

(PLEASE NOTE: The fact that you are awaiting trial or have a conviction record will not necessarily exclude you from consideration.)

3. SKILLS AND QUALIFICATIONS

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying:

Other Languages: (Please indicate if read, written, or spoken.)

Do you have a valid driver’s license? (only complete if required for position): Yes No
If yes, Driver’s License #

Do you have a valid commercial driver’s license? (only complete if required for position): Yes No
If yes, Driver’s License # Driver’s License Class:

If yes, do you have P & S endorsements? Yes No
If no, would you be able to acquire them? Yes No

4. EDUCATION DATA

SCHOOL NAME	ADDRESS	NUMBER YRS. COMPLETED	DEGREE	MAJOR
High School				
College				
Graduate School				
Other				

Honors received:

5. REFERENCES List three individuals, not relatives, whom you have know at least one (1) year.

Name and Address	Telephone	Years Known

EMPLOYMENT EXPERIENCE List your last three (3) employers (*most recent first*). Account for all time periods including unemployment, self-employment, and military service. This section **must be completed in full** in addition to any attached résumé.

Employer	Dates Employed		Immediate Supervisor
	From	To	
Address:			
Job Title	Hourly Rate/Salary		Telephone Number
	Starting:	Final:	
Work Performed			
Reason for Leaving			

Employer	Dates Employed		Immediate Supervisor
	From	To	
Address:			
Job Title	Hourly Rate/Salary		Telephone Number
	Starting:	Final:	
Work Performed			
Reason for Leaving			
Employer	Dates Employed		Immediate Supervisor
	From	To	
Address:			
Job Title	Hourly Rate/Salary		Telephone Number
	Starting:	Final:	
Work Performed			
Reason for Leaving			

APPLICANT’S STATEMENT, AUTHORIZATION, AND RELEASE

By submitting this application or other documents, I agree to conform to the rules and regulations of Four-County Community Services, Inc., (hereinafter referred to as *the Agency*), including a Probationary Period. I certify that the information provided in this Application for Employment is correct and complete. I authorize the investigation of this information and give permission for the Agency, or their designated representatives to contact schools, previous employers, and others to verify the data I have supplied. I release and indemnify the Agency from any claims or liability resulting from such inquiry. In addition, I release the schools, my previous employers, and other individuals from all liability as a result of responding to such inquiries. I understand that my misrepresentation, omission of fact(s), or incomplete information may disqualify me for employment with the Agency. In addition, if I am employed by the Agency, any discovery of misrepresentation or omission of fact(s) on this Application for Employment following my employment may result in discipline up to and including termination.

I understand and agree as a condition of continued employment that I will be required to take a drug and/or alcohol test as part of any work related accident investigation.

I understand that employment with the Agency is for no guaranteed period of time and may be terminated by myself or the Agency with or without notice. I acknowledge that any promise, policies, business practices, procedures, or documents (including the Agency’s Employee Handbook) do not constitute an employment contract or modification of the at-will employment relationship between the Agency and myself.

- **Note: More in-depth details of Agency policies, including the Drug-Free Workplace Policy, will be provided during the orientation period. Also, questions you may have regarding this policy will be answered during the interview process.**

THE AGENCY’S STATEMENT

The Agency complies with the Americans with Disabilities Act of 1990. During the interview process, you may be asked questions regarding your ability to perform job-related responsibilities. If the Agency extends an offer of employment to you, you may be required to complete a post-job offer medical history questionnaire and/or undergo a medical examination or drug screening.

The Agency is an equal opportunity employer. It is the policy of the Agency to make employment decisions without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, marital status, or any other protected category.

Applicants who are accepted for employment with the Agency should understand that while every effort is made to provide continuous work, there are no employment contracts and the permanency of any position is not guaranteed.

APPLICANT SIGNATURE

Signature:	Date:
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