



Catawba County United Way

EMPLOYMENT APPLICATION

Applications are considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap. Resumes must be attached.

PERSONAL INFORMATION:

Name: _____ *D.O.B.: _____

Street Address: _____ Phone: _____

City/State/Zip: _____ SSN: _____

Desired Salary: \$_____ Date you can start: _____

Driver's License number: _____

Emergency Contact Name/Phone number: _____

Are you a U.S. citizen? Yes No If no, what is your citizenship/residency status: _____

Have you ever been convicted of or charged with a felony or misdemeanor: Yes No If yes, please explain details in full, including dates, details of offense(s) charged, jurisdiction and disposition of case:

EDUCATION:

Schools/Colleges Attended:	# Years	Year Grad	Degree
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

HONORS, ACHIEVEMENTS, EXTRACURRICULAR ACTIVITIES, HOBBIES, OR INTERESTS:



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EMPLOYMENT/WORK EXPERIENCE: Start with your present or most recent position. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, sex or national origin.

Employer: _____

Job Title: _____ Supervisor: _____

Street Address: _____

City/State/Zip: _____ Phone: _____

Describe Duties/Responsibilities/Accomplishments:

Reason for Leaving: _____

Dates of Employment (Month/Year): From _____ To _____

Employer: _____

Job Title: _____ Supervisor: _____

Street Address: _____

City/State/Zip: _____ Phone: _____

Describe Duties/Responsibilities/Accomplishments:

Reason for Leaving: _____

Dates of Employment (Month/Year): From _____ To _____



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Employer: _____

Job Title: _____ Supervisor: _____

Street Address: _____

City/State/Zip: _____ Phone: _____

Describe Duties/Responsibilities/Accomplishments:

Reason for Leaving: _____

Dates of Employment (Month/Year): From _____ To _____

PROFESSIONAL, UNION, SOCIAL MEMBERSHIPS: _____

MILITARY SERVICE:

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____



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PERSONAL REFERENCES: Please provide names, addresses, phone numbers, relationship and how long known for 3 personal references.

Name: _____ Relationship: _____

Street Address: _____ How long: _____

City/State/Zip: _____ Phone: _____

Name: _____ Relationship: _____

Street Address: _____ How long: _____

City/State/Zip: _____ Phone: _____

Name: _____ Relationship: _____

Street Address: _____ How long: _____

City/State/Zip: _____ Phone: _____

SPECIAL SKILLS: Describe any special skills or qualifications for this work:

I CERTIFY that the above answers are true and complete to the best of my knowledge. I authorize Catawba County United Way, to investigate any statement contained in this application, and to obtain a credit report on me (and my company if this application is for reselling by a company) as necessary to determine my qualifications. I understand that this application is not and is not intended to be any kind of contract or agreement. In the event of employment, I understand that any false or misleading information given in my application, correspondence, discussions, or interview may result in immediate termination. I understand also that I am required to abide by all rules, regulations, and policies of Catawba County United Way.

Signed: _____ Date: _____

*denotes optional information not required for consideration of employment