

APPLICATION FOR EMPLOYMENT



916 W. Chapel Road Asheville NC 28803
Office: 828-274-6067 Fax: 828-274-1582

****Please print clearly using blue or black ink****

Name _____
 Last First Middle Suffix (jr.,sr.,etc)

Address _____
 Street Address City State Zip

Mailing Address (if different from Above) City State Zip

Home Phone _____ Cell Phone _____

Referred by _____ Salary Desired _____

Days Available Su Mo Tue Wed Thu Fri Sat Shifts Available 1st / 2nd / 3rd FT /PT/ PRN
 (circle all that apply)

Position Desired _____ Specific Hours Available _____

High School	City and State	From(Month/Year)	To (Month/Year)
	No <input type="checkbox"/> Yes <input type="checkbox"/>	/	/
Major Studies	Graduate	Completion Date	
Vocational/ Technical/Special School	City and State	From(Month/Year)	To (Month/Year)
Skill/Trade/License	Degrees/Certificates	Completion Date	
Undergraduate/Graduate School	City and State	From(Month/Year)	To (Month/Year)
Major Studies/Subject	Degrees/Certifications	Completion Date	

A copy of any diplomas or degrees will be required as a condition of employment with IWC

List all current certifications/licenses/credentials (First Aid, CPR, Child Care, etc.)

Type of Certification	Issue Date	Expiration Date	Issuing Authority
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Have you ever worked for IWC/IWRC? No Yes From _____ To _____ Dept. _____

Have you ever been terminated from employment? No Yes If yes, please explain in detail: _____

Have you ever been convicted of a criminal offense (felony or misdemeanor)? No Yes If yes, please describe the crime- state nature of the crime(s), when and where convicted and disposition of the case: _____

(Note: Failure to self-disclose will disqualify you as a candidate. No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however be considered.)

Do you have a valid Driver's License? No Yes Issuing State: _____ License Number: _____

Have you lived outside of the state of North Carolina in the past 5 years? No Yes

If yes, please list all states: _____

Fingerprints with the SBI are required for anyone that has lived outside of NC in the last 5 year

Company Name:		From: (Month /Year)	To: (Month /Year)
City:	State:	Telephone: ()	
Company Products/Services:		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Supervisor Name:		Supervisor Title:	
Starting Job Title:		Ending Job Title:	
Starting Job Pay:		Ending Job Pay:	
Duties:			
Reason for leaving:			

Company Name:		From: (Month /Year)	To: (Month /Year)
City:	State:	Telephone: ()	
Company Products/Services:		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Supervisor Name:		Supervisor Title:	
Starting Job Title:		Ending Job Title:	
Starting Job Pay:		Ending Job Pay:	
Duties:			
Reason for leaving:			

Company Name:		From: (Month /Year)	To: (Month /Year)
City:	State:	Telephone: ()	
Company Products/Services:		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Supervisor Name:		Supervisor Title:	
Starting Job Title:		Ending Job Title:	
Starting Job Pay:		Ending Job Pay:	
Duties:			
Reason for leaving:			

Company Name:		From: (Month /Year)	To: (Month /Year)
City:	State:	Telephone: ()	
Company Products/Services:		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Supervisor Name:		Supervisor Title:	
Starting Job Title:		Ending Job Title:	
Starting Job Pay:		Ending Job Pay:	
Duties:			
Reason for leaving:			

List three references who are not related to you and have directly supervised your work.

Name:	Relationship:	Known how long?
Telephone number:	Company:	Title:
Name:	Relationship:	Known how long?
Telephone number:	Company:	Title:
Name:	Relationship:	Known how long?
Telephone number:	Company:	Title:

The Irene Wortham Center has a policy addressing nepotism in the workplace. To better allow management to enforce these ask that you supply information regarding your relationship with any current IWC/IWRC employees:

Employee Name	Relationship:	Known how long

Please answer the following questions:

Why do you want to work for the Irene Wortham Center?

What do you feel you have to offer the Irene Wortham Center?

Please read carefully and sign below:

I understand that the information provided on this application will be used only for the consideration of my employment with IWC/IWRC. I affirm that the statements made on this application, including all statements concerning my former employment and education, are true and complete. I authorize IWC/IWRC to investigate any statement contained in any part of this application. I understand that any false statement, omission of fact, or misrepresentation of facts on this application or other forms provided to IWC/IWRC will be grounds for termination.

I hereby authorize IWC/IWRC and each former employer, except as indicated, and any person, firm, corporation, or educational institution given as a reference to answer all questions that may be asked and to give all information that may be sought concerning me, my work, habits, character, skills, level of education, or actions in any transaction.

I understand that completing this form does not constitute an offer of employment or an employment agreement. I understand that if employed, my employment is at will, and that either party is free to terminate the employment relationship with or without cause, with or without notice, at any time. IN the event that I am offered and accept employment with IWC/IWRC, I understand and agree that this "at will" employment relationship will remain in effect throughout my employment with IWC/IWRC.

Applicant Signature _____

Date _____

Note: In order to be eligible for consideration for employment, all applicants must be able to provide proof of being at least 18 years of age, possessing a valid driver’s license, and high school diploma, GED or post-secondary education. Offers of employment are contingent upon successful completion of pre-employment screenings (observed drug screen, background and driving records checks)