APPLICATION FOR EMPLOYMENT
State of North Carolina

INSTRUCTIONS TO APPLICANTS
TO BE CONSIDERED FOR STATE EMPLOYMENT, YOU MUST ANSWER ALL QUESTIONS AND COMPLETE ALL SECTIONS OF THIS APPLICATION FORM.

THE STATE EMPLOYS ONLY US CITIZENS OR ALIENS WHO CAN PROVIDE PROOF OF IDENTITY AND WORK AUTHORIZATION WITHIN 3 WORKING DAYS OF EMPLOYMENT MALES SUBJECT TO MILITARY SELECTIVE SERVICE REGISTRATION MUST CERTIFY COMPLIANCE TO BE ELIGIBLE FOR STATE EMPLOYMENT (G.S. 143B-421.1). SEE AVAILABILITY BLOCK.

WHEN COMPLETING THIS APPLICATION, PLEASE MAKE SURE YOU

- COMPLETE THE SECTION FOR EQUAL OPPORTUNITY INFORMATION.
- APPLY FOR ONE VACANCY PER APPLICATION.
- IF YOU ARE A RIF APPLICANT WITH PRIORITY- PLEASE CHECK THE APPROPRIATE BOX.
- GIVE COMPLETE INFORMATION ON YOUR EDUCATION AND WORK HISTORY (“SEE RESUME” IS NOT ACCEPTABLE).
- LIST SEPARATELY EACH JOB HELD AND YOUR DUTIES FOR EACH POSITION WHEN YOU WORKED FOR ONE EMPLOYER AND HELD MORE THAN ONE POSITION.
- AS YOU DESCRIBE YOUR WORK HISTORY, MAKE SURE YOU HIGHLIGHT YOUR COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES AND WORK BEHAVIORS) WHICH DEMONSTRATE YOUR QUALIFICATIONS FOR THE POSITION FOR WHICH YOU ARE APPLYING.
- PROVIDE ONLY THE LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER.
- CHECK FOR ACCURACY, SIGN AND DATE YOUR APPLICATION.

THANK YOU FOR YOUR INTEREST IN STATE GOVERNMENT. NORTH CAROLINA WANTS TO FIND THE BEST QUALIFIED PEOPLE AVAILABLE TO SERVE ITS CITIZENS. ALTHOUGH EVERYONE WHO APPLIES CANNOT BE HIRED, YOUR APPLICATION WILL BE GIVEN EVERY CONSIDERATION.

PD 107 (REV 06/2009)

Equal Opportunity Information
State Government policy prohibits discrimination based on race, sex, color, creed, national origin, age or disability. Sex, age or absence of disability is a bona fide occupational qualification in a small number of State jobs. The information requested below will in no way affect you as an applicant. Its sole use will be to see how well our recruitment efforts are reaching all segments of the population.

Date of Birth
(Month) (Day) (Year)

Gender
☐ Male ☐ Female

DISABILITY: “Disability means, with respect to an individual: (1) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (2) a record of such an impairment; or (3) being regarded as having such an impairment” (Americans with Disabilities Act of 1990). Persons without a disability should check item A. The reporting of a disability is strictly VOLUNTARY. Persons with disabilities who DO NOT WISH to report their disabilities should check item A. Information reported on this form will be kept confidential as required by State law. Public disclosure of this information without your consent would be a violation of G.S. 126-27.

ETHNIC GROUP
1. ☐ White (non-Hispanic)
2. ☐ Black (non-Hispanic)
3. ☐ Hispanic (Mexican, Puerto Rican, Cuban, Central or South American, other Spanish origin regardless of race)
4. ☐ Asian (including Pacific Islander)
5. ☐ American Indian (including Alaskan native)

A ☐ None/Prefer not to report
B ☐ Blind or severely visually impaired
C ☐ Deaf or severely hearing impaired
D ☐ Loss of limited use of arms and/or hands
E ☐ Non-ambulatory (must use wheelchair)
F ☐ Other orthopedic impairment (including amputation, arthritis, back injury, cerebral palsy, spina bifida, etc.)

G ☐ Respiratory impairment
H ☐ Nervous system/Neurological disorder
I ☐ Mentally restored
J ☐ Mental retardation
K ☐ Learning disability
L ☐ Others (heart disease, diabetes, speech impairment)
M ☐ Other (please specify)
APPLICATION FOR EMPLOYMENT
STATE OF
NORTH CAROLINA

Date of Application

Last 4 digits of Social Security No.  Last Name  First Name  Middle Name

Address (Street number and name)  City  County

State  Zip Code  Phone (Home or where you can be reached)  Business Phone

Availability
Do you now work for the State of NC?  YES  NO

If you are not available for work now, enter the earliest date you could begin work (mo/day/yr.)

CHECK the types of work you will accept:
5. Any of the preceding  6. Work involving Travel  7. Shift or Split Shift Work

Job Applied For
Enter below the specific title and vacancy number of the job for which you are applying.

Job Title:  Vacancy Number:

Referral Source
Please indicate your referral source:
If you were referred by the Employment Security Commission (Job Service) please indicate which local office:

Education
Circle highest grade completed:  1  2  3  4  5  6  7  8  9  10  11  12  GED  College 1  2  3  4  Graduate School 1  2  3  4
Under S/Q Hrs., list the hours of credit received and if they were semester (S) or quarter (Q) hours.

Schools  Name and Location  Dates Attended (mo/yr.)  Grad?  S/Q Hrs.  Major/Minor Course Work  Type of Degree Received
High School
College(s)
University(s)
Graduate or Professional
Other educational, vocational school, internships, etc.

Special training programs and seminars you have completed in the last five years (list):

If the job(s) applied for calls for specific courses, indicate those courses taken and credits received:

Current professional status:  (List fields of work for which you have been registered)
Registration:  State:  Grad:  No.
Registration:  State:  Grad:  No.

Membership in professional, honorary, or technical societies (list):

DEGREES AND PROFESSIONAL CREDENTIALS
Have been verified  Will be verified within 90 days (G.S. 126-30)
Person Responsible:
**Licenses and certifications (List, giving dates and sources of issuance):**

<table>
<thead>
<tr>
<th>Skill Type</th>
<th>Number</th>
<th>State</th>
<th>Date Issued</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver’s License</td>
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<tr>
<td>Chauffeur’s License</td>
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<tr>
<td>Car for use at work</td>
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<tr>
<td>Sign Language</td>
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<tr>
<td>Foreign language (specify)</td>
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<tr>
<td>Legal transcription</td>
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<td>Medical transcription</td>
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</tr>
<tr>
<td>Adding Machine/calculator</td>
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<tr>
<td>Typing (specify WPM)</td>
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</tr>
<tr>
<td>Shorthand/speedwriting (specify WPM)</td>
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**SKILLS**

**CHECK the following skills, experiences, etc., which you have:**

- Driver’s License
- Chauffeur’s License
- Car for use at work
- Sign Language
- Foreign language (specify)
- Legal transcription
- Medical transcription
- Adding Machine/calculator
- Typing (specify WPM)
- Word Processing
- Shorthand/speedwriting (specify WPM)
- Braille
- Legal transcription
- Medical transcription
- Foreign language (specify)
- Typing (specify WPM)
- Shorthand/speedwriting (specify WPM)
- Other

Have you ever been convicted of an offense against the law other than a minor traffic violation? (A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.)

- YES
- NO

(If yes, explain fully on an additional sheet.)

**WORK HISTORY**

(include volunteer experience) Use additional sheets if necessary. As you describe your work history experiences, make sure you highlight your competencies which demonstrate your qualifications for the position for which you are applying.

<table>
<thead>
<tr>
<th>Current or Last Employer:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Supervisor’s Name</td>
</tr>
<tr>
<td>Date Employed (mo/yr)</td>
<td>Starting Salary $ per</td>
</tr>
<tr>
<td>Date Separated (mo/yr)</td>
<td>List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:</td>
</tr>
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</table>

Full Time: Years Months

Part Time: Years Months

If part time, number of hours worked per week:

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If part time, number of hours worked per week:

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed, and (or) criminal action. I further understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications (Authority: G.S. 126-30, G.S. 14-122.1.)

Signature of Applicant (unsigned applications will not be processed) ________________________________ Date __________