

# Employment Application



4901 Waters Edge Drive, Suite 101  
 Raleigh, NC 27606  
 Phone: (919) 851-9550  
 Fax: (919) 851-9530

*Wake County SmartStart is ensuring every child, birth to five years old, is healthy and prepared for success in school.*

## Personal Data

Name \_\_\_\_\_  

Last
First
Middle

Mailing Address \_\_\_\_\_  
Street & Number, Route, or P.O. Box

\_\_\_\_\_

City State Zip Code

Telephone Number ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  

Home
Office or Alternate Number (Optional)
Cell

Email Address \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Date that you would be available for work: \_\_\_\_\_  Full Time  Part Time

## Education and Training

School Name & Address	Graduated Yes/No	Dates Attended	Major Field of Study	Type of Diploma or Degree
High School or Vocational				
College/ University				
College/ University				
Other				

Awards, Honors, Fellowships \_\_\_\_\_

Professional Licensure/Certifications: \_\_\_\_\_

**Work History**

Please list your past employment, beginning with the most recent. Include military service assignments, part-time, summer, and significant volunteer work. Be sure to account for all gaps in employment. Accuracy of dates and addresses is essential.

1. Name of employer \_\_\_\_\_ Phone \_\_\_\_\_

Business address \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_

Position Title \_\_\_\_\_ Dates Employed From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Beginning Salary \$ \_\_\_\_\_ Final Salary \$ \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Description of duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

May we contact this employer? \_\_\_\_ Your supervisor? \_\_\_\_ Supvr. Phone \_\_\_\_\_

If No, please explain: \_\_\_\_\_

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2. Name of employer \_\_\_\_\_ Phone \_\_\_\_\_

Business address \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_

Position Title \_\_\_\_\_ Dates Employed From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Beginning Salary \$ \_\_\_\_\_ Final Salary \$ \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Description of duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

May we contact this employer? \_\_\_\_ Your supervisor? \_\_\_\_ Supvr. Phone \_\_\_\_\_

If No, please explain: \_\_\_\_\_

3. Name of employer \_\_\_\_\_ Phone \_\_\_\_\_  
Business address \_\_\_\_\_  
Name and title of supervisor \_\_\_\_\_  
Position Title \_\_\_\_\_ Dates Employed From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_  
Beginning Salary \$ \_\_\_\_\_ Final Salary \$ \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Description of duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
May we contact this employer? \_\_\_\_\_ Your supervisor? \_\_\_\_\_ Supvr. Phone \_\_\_\_\_  
If No, please explain: \_\_\_\_\_  
\_\_\_\_\_

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4. Name of employer \_\_\_\_\_ Phone \_\_\_\_\_  
Business address \_\_\_\_\_  
Name and title of supervisor \_\_\_\_\_  
Position Title \_\_\_\_\_ Dates Employed From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_  
Beginning Salary \$ \_\_\_\_\_ Final Salary \$ \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Description of duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
May we contact this employer? \_\_\_\_\_ Your supervisor? \_\_\_\_\_ Supvr. Phone \_\_\_\_\_  
If No, please explain: \_\_\_\_\_  
\_\_\_\_\_

**General Information**

Have you ever been employed with Wake County SmartStart before?  Yes  No If yes, when \_\_\_\_\_

Are you related to any person now employed with Wake County SmartStart?  Yes  No

Are you related to any member of the Board of Directors of Wake County SmartStart?  Yes  No

If yes to either question, please give name and relationship: \_\_\_\_\_

Do you have a valid Driver's License?  Yes  No

Other than traffic violations, have you ever been convicted of a crime, including sex-related or child abuse related offenses?  Yes  No

If you checked yes, please describe in detail: \_\_\_\_\_

\_\_\_\_\_  
Please list knowledge, special technical or computer skills, and/or individual capabilities you have which especially prepare you for the position for which you have applied:

**Special Skills, Qualifications**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Computer Skills (Include applicable, hardware, software and applications)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Business Skills**

Please list office equipment you can operate (i.e. machines, include phone systems or other specialized equipment skills):

\_\_\_\_\_  
\_\_\_\_\_

**References**

1. Name: \_\_\_\_\_(What is your relationship?)\_\_\_\_\_

Address: \_\_\_\_\_

Telephone Numbers ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

2. Name: \_\_\_\_\_(What is your relationship?)\_\_\_\_\_

Address: \_\_\_\_\_

Telephone Numbers ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

3. Name: \_\_\_\_\_(What is your relationship?)\_\_\_\_\_

Address: \_\_\_\_\_

Telephone Numbers ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

To help us track our recruitment efforts, please let us know where you heard about this job opening: \_\_\_\_\_

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**Applicant's Statement**

I understand that this application is not intended to be a contract of employment with Wake County Smart Start, and if hired my employment is for no definite period of time and may be terminated at any time by me or Wake County Smart Start.

I certify that the information I have provided is true and complete. I authorize my former employers, schools, law enforcement authorities, and personal references to provide any information they may have regarding me. I hereby release them from all liability for divulging the same. I understand that all statements made are open to investigation by Wake County Smart Start, and should I obtain employment, if any information given by me in this application is found to be false or misleading, I will be subject to dismissal at any time, and I agree to hold Wake County Smart Start harmless.

I certify that I am legally eligible to work in the United States and will provide documentation if hired.

If employment is obtained under this application, I will be on introductory status for the first three months of my employment. I will comply with all rules and policies of Wake County Smart Start. I agree to be responsible for Wake County Smart Start property and equipment issued to me by Wake County Smart Start until returned by me and to pay for any property and equipment not returned.

(If you have any questions regarding this statement, please ask your interviewer, or a supervisor.)

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Signature of Applicant

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Date