

Wake County Personnel
P. O. Box 550
336 Fayetteville St. Mall - Suite 300
Raleigh, North Carolina 27602

WAKE COUNTY GOVERNMENT
APPLICATION FOR EMPLOYMENT
(PLEASE PRINT)

OFFICE: (919) 856-6090
FAX: (919) 856-6256
JOBLINE: (919) 856-6115
TDD: (919) 856-6753

PERSONAL DATA

FIRST NAME	MIDDLE NAME	LAST NAME			
ADDRESS (Street Number and Name)			CITY	STATE	ZIP CODE
PHONE (Home or Other Number Where You Can Be Reached)			BUSINESS PHONE		
()			()		

AVAILABILITY

<ul style="list-style-type: none">Have you ever filed an application with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, give dateWhen are you available to begin employment?Check the types of work you will accept:<ul style="list-style-type: none"><input type="checkbox"/> Regular Full Time <input type="checkbox"/> Regular Part Time <input type="checkbox"/> Weekends<input type="checkbox"/> Temporary Full Time <input type="checkbox"/> Temporary Part Time <input type="checkbox"/> Any of the above<input type="checkbox"/> Rotating Shifts <input type="checkbox"/> Night WorkPosition Applied For	JOB NUMBER	POSITION TITLE
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EDUCATION

	HIGH SCHOOL	VOCATIONAL/ TECHNICAL SCHOOL	COLLEGE/ UNIVERSITY	GRADUATE/ PROFESSIONAL
School Name and Location				
Years Completed	9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> GED <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Dates Attended (mo/yr)	From: To:	From: To:	From: To:	From: To:
List Credit Hours Received: (S) - Semester (Q) - Quarter				
Diploma/Degree Received				
Course of Study				

TRAINING

List fields of work for which you have been registered, licensed or certified			
Registration:	State:	No.:	Exp. Date:
Registration:	State:	No.:	Exp. Date:
List internships, specific courses, workshops, training and/or rotations you may have had that relate to the position you are applying for. Include credit hours or CEU's if applicable.			

EMPLOYMENT HISTORY

Using a separate section for each position, describe in detail all work experience beginning with your present or most recent job. Include periods of unemployment, self-employment, military service, internships, and volunteer and summer work. Use additional "Continuation Sheets" if necessary. Be sure to indicate whether employment was full-time or part-time, and if part-time, state the average number of hours worked per week. Incomplete information will result in the disqualification of your application.

May we contact your present employer? ☐ Yes ☐ No

A	Employer: (Present or most recent)		Address:		Phone No.:
	Job Title:		Name of Supervisor:		No. Supervised by You:
	Date Employed: (mo/yr)	Starting Salary: \$ per	Ending Salary: \$ per	Reason for Leaving:	
	Date Separated: (mo/yr)		Job Duties: (Be specific)		
	<input type="checkbox"/> Full-time # Years # Months <input type="checkbox"/> Part-time # Years # Months If part-time, number of hours per week				

B	Employer: (Present or most recent)		Address:		Phone No.:
	Job Title:		Name of Supervisor:		No. Supervised by You:
	Date Employed: (mo/yr)	Starting Salary: \$ per	Ending Salary: \$ per	Reason for Leaving:	
	Date Separated: (mo/yr)		Job Duties: (Be specific)		
	<input type="checkbox"/> Full-time # Years # Months <input type="checkbox"/> Part-time # Years # Months If part-time, number of hours per week				

C	Employer: (Present or most recent)		Address:		Phone No.:
	Job Title:		Name of Supervisor:		No. Supervised by You:
	Date Employed: (mo/yr)	Starting Salary: \$ per	Ending Salary: \$ per	Reason for Leaving:	
	Date Separated: (mo/yr)		Job Duties: (Be specific)		
	<input type="checkbox"/> Full-time # Years # Months <input type="checkbox"/> Part-time # Years # Months If part-time, number of hours per week				

D	Employer: (Present or most recent)		Address:		Phone No.:
	Job Title:		Name of Supervisor:		No. Supervised by You:
	Date Employed: (mo/yr)	Starting Salary: \$ per	Ending Salary: \$ per	Reason for Leaving:	
	Date Separated: (mo/yr)		Job Duties: (Be specific)		
	<input type="checkbox"/> Full-time # Years # Months <input type="checkbox"/> Part-time # Years # Months If part-time, number of hours per week				

EMPLOYMENT HISTORY CONTINUED

E	Employer: (Present or most recent)		Address:		Phone No.:
	Job Title:		Name of Supervisor:		No. Supervised by You:
	Date Employed: (mo/yr)	Starting Salary: \$ per	Ending Salary: \$ per	Reason for Leaving:	
	Date Separated: (mo/yr)		Job Duties: (Be specific)		
	<input type="checkbox"/> Full-time # Years # Months <input type="checkbox"/> Part-time # Years # Months If part-time, number of hours per week				

F	Employer: (Present or most recent)		Address:		Phone No.:
	Job Title:		Name of Supervisor:		No. Supervised by You:
	Date Employed: (mo/yr)	Starting Salary: \$ per	Ending Salary: \$ per	Reason for Leaving:	
	Date Separated: (mo/yr)		Job Duties: (Be specific)		
	<input type="checkbox"/> Full-time # Years # Months <input type="checkbox"/> Part-time # Years # Months If part-time, number of hours per week				

SKILLS

	Indicate skills, knowledges and abilities in the following areas which relate to the position you are applying for. Please check all that apply and that you would be able to use immediately upon employment.			
	<input type="checkbox"/> Typing	wpm	<input type="checkbox"/> Speedwriting	wpm
	<input type="checkbox"/> Shorthand	wpm	<input type="checkbox"/> Data Entry	keystrokes/hr.
	<input type="checkbox"/> Transcription	wpm	<input type="checkbox"/> Adding Machine/Calculator	
	<input type="checkbox"/> Word Processing (specify equipment and software)			
	<input type="checkbox"/> Computer Operations (specify equipment)			
	<input type="checkbox"/> Computer Programming (specify languages and equipment)			
	<input type="checkbox"/> Other			

EMPLOYMENT HISTORY CONTINUATION SHEET

G

Employer: (Present or most recent)		Address:		Phone No.:
Job Title:		Name of Supervisor:		No. Supervised by You:
Date Employed: (mo/yr)	Starting Salary: \$ per	Ending Salary: \$ per	Reason for Leaving:	
Date Separated: (mo/yr)		Job Duties: (Be specific)		
<input type="checkbox"/> Full-time # Years # Months <input type="checkbox"/> Part-time # Years # Months If part-time, number of hours per week				

H

Employer: (Present or most recent)		Address:		Phone No.:
Job Title:		Name of Supervisor:		No. Supervised by You:
Date Employed: (mo/yr)	Starting Salary: \$ per	Ending Salary: \$ per	Reason for Leaving:	
Date Separated: (mo/yr)		Job Duties: (Be specific)		
<input type="checkbox"/> Full-time # Years # Months <input type="checkbox"/> Part-time # Years # Months If part-time, number of hours per week				

I

Employer: (Present or most recent)		Address:		Phone No.:
Job Title:		Name of Supervisor:		No. Supervised by You:
Date Employed: (mo/yr)	Starting Salary: \$ per	Ending Salary: \$ per	Reason for Leaving:	
Date Separated: (mo/yr)		Job Duties: (Be specific)		
<input type="checkbox"/> Full-time # Years # Months <input type="checkbox"/> Part-time # Years # Months If part-time, number of hours per week				

J

Employer: (Present or most recent)		Address:		Phone No.:
Job Title:		Name of Supervisor:		No. Supervised by You:
Date Employed: (mo/yr)	Starting Salary: \$ per	Ending Salary: \$ per	Reason for Leaving:	
Date Separated: (mo/yr)		Job Duties: (Be specific)		
<input type="checkbox"/> Full-time # Years # Months <input type="checkbox"/> Part-time # Years # Months If part-time, number of hours per week				

GENERAL INFORMATION

- Do you work for Wake County Government? ☐ No ☐ Yes
If yes, are you: ☐ Regular ☐ Temporary
- Are you a former employee of Wake County Government? ☐ No ☐ Yes
If yes, please indicate: Department: Date separated:
- Are you related by blood or marriage to any person currently employed by Wake County Government? ☐ No ☐ Yes
If yes, please indicate: Name: Department: Relationship:
- Are you legally eligible to work in the United States? ☐ No ☐ Yes
- If you are subject to Selective Service registration, are you in compliance? ☐ No ☐ Yes
- Do you have a valid driver's license? ☐ No ☐ Yes

REFERENCES

List three persons who are not related to you who have definite knowledge of your qualifications for the position for which you are applying such as co-workers, teachers, etc. DO NOT repeat the names of supervisors previously listed.

Name

Address

Phone

CERTIFICATE OF APPLICANT

I certify that, to the best of my knowledge and belief, the statements given truly represent my background and experience. In addition, I give the following Authorization to Release Information. I hereby authorize my previous employers, personal references listed, and other persons or institutions shown on my application to provide Wake County any information requested. I further authorize Wake County to conduct a Police and Court Records investigation of my background. I understand that false information may be grounds for rejection of my application and (or) dismissal if I am employed. I understand that if I have any outstanding City and Wake County taxes at the time I am hired, my wages will be subject to immediate garnishment by the County. **I further understand that, if employed in a grant funded position, my continued employment is contingent upon availability of funds and my position will be abolished when the grant expires unless alternate funding is secured.**

Applicant's Signature

Date

BEFORE SUBMITTING YOUR APPLICATION, PLEASE CHECK TO SEE IF YOU HAVE:

1. Listed the correct job number and position title.
2. Listed your phone number correctly or a number where you can be reached.
3. Given complete information on your education, training and work experience.
4. Signed and dated your application. Unsigned applications will not be processed.

AN EQUAL OPPORTUNITY EMPLOYER

20.012-7/18/96