

GENERATIONS ASHE

180 CHATTYROB LANE, WEST JEFFERSON, NC 28694

APPLICATION FOR EMPLOYMENT

(application must be complete to be considered for employment-please make sure to complete every question)

POSITION(S) APPLIED FOR: _____

DATE OF APPLICATION: _____

NAME: _____
(last) (first) (middle)

CURRENT ADDRESS:

Mailing Address: _____

Street Address: _____

City/State: _____

Telephone Number _____ **Social Security #** _____

EMERGENCY CONTACT: _____
Name Phone #

Best time to contact you at home is: _____ a.m. _____ p.m.

Have you ever been employed with us before? _____yes _____no

Do any of your friends or relatives work here? _____yes _____no

If yes, state name and relationship _____

Have you lived in any other state within the last 5 years? (circle one) YES NO

If yes, please list address: _____

AVAILABILITY

(Check all the kinds of work you will accept)

_____ Regular hours (any hours between 8 am and 5 pm Monday -
Friday)
_____ Special hours (hours between 5 pm and 8 am specify preference)
_____ Weekends or holidays.

ABILITY TO DRIVE

(Please mark all that apply).

_____ Have a current drivers license
_____ Drivers license number
_____ Have an automobile available for work

EDUCATION: please circle highest grade completed

Grades: 1 2 3 4 5 6 7 8 9 10 11 12 GED College: 1 2 3 4

SPECIAL TRAINING: please list any special training, certificates, or degrees

WORK EXPERIENCE (Paid Employment)

1. **Current or most recent employer** _____

Address _____ Phone _____

Job (s) held _____

Hire date: _____ Last day worked: _____

Reason for leaving _____

Starting pay: _____ Ending pay: _____

Name of supervisor _____

Briefly explain your duties: _____

2. Employer _____
Address _____ Phone _____

Job (s) held _____

Hire date: _____ Last day worked: _____
Reason for leaving _____

Starting pay: _____ Ending pay: _____
Name of supervisor _____

Briefly explain your duties: _____

3. Employer _____
Address _____ Phone _____

Job (s) held _____

Hire date: _____ Last day worked: _____
Reason for leaving _____

Starting pay: _____ Ending pay: _____
Name of supervisor _____

Briefly explain your duties: _____

OTHER RELATED EXPERIENCE (Please describe).

PERSONAL/PROFESSIONAL REFERENCES (cannot be relatives by blood or marriage, or significant other, fiancé, etc.)

1. Name _____

Address _____

Phone _____
Relationship _____

2. Name _____

Address _____

Phone _____
Relationship _____

3. Name _____

Address _____

Phone _____
Relationship _____

Does Generations Ashe have your permission to check each reference that you have listed? _____.

May we contact your current employer? _____yes _____no

Date available for work _____

COURT CONVICTIONS:

Have you ever been convicted of an offense(s) other than a minor traffic violation? If so, please list.

HEALTH: (optional)

Do you have any physical or mental condition(s) that could affect your job performance? _____ If so, please describe:

*****PLEASE MAKE SURE TO READ AND UNDERSTAND THE SECTION BELOW BEFORE SIGNING THIS APPLICATION.*****

- 1. Generations Ashe adheres to the policy of Employment at Will, which enables the Agency or the employee to terminate the employment relationship at any time – with or without cause.**
- 2. Generations Ashe is an equal opportunity employer and provider.**
- 3. All employment will be determined pending completion of drug screening and background check. *If the attached releases are not completed, the application will not be considered.***

4. All statements made on this application are true, complete and are correct to the best of my knowledge. I understand that false information may be grounds for rejection of my application and/or dismissal if I am employed.

Signature of Applicant

Date

(Application will remain on file for up to one (1) year (unless applicant is hired) and will then automatically be destroyed unless applicant requests that it be kept in the current file.)

(For Office Use Only)

REFERENCES

DATE _____

1. NAME _____

COMMENTS/ELIGIBILITY FOR REHIRE _____

2. NAME _____

COMMENTS/ELIGIBILITY FOR REHIRE _____
