



<i>Human Resources Use Only</i>	
<i>Email/postcard sent:</i>	_____
<i>Meets Requirements:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Interview Date:</i>	_____
<i>Interview Time:</i>	_____
<i>Offer:</i>	_____ <i>Date:</i> _____

6133 The Plaza, Charlotte, NC 28215
Phone: (704) 887-3840 Fax: (704) 887-3844

APPLICATION FOR EMPLOYMENT

*Please check website for career opportunities.
No phone calls please in order to minimize delays for interviewing candidates.
Applications are maintained on file for a maximum of six months.*

PACE of the Southern Piedmont is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, sexual orientation, marital or veteran status, disability or any other characteristic protected by Federal, State or local law or regulation. PACE of the Southern Piedmont is a tobacco free facility. A pre-employment drug screen may be required.

(Answer ALL Questions - **PLEASE PRINT**) **Application Date** _____

Full-Time Part-Time **Date Available** _____

___ Volunteer (admin/direct care) **Position Preferred** _____

Salary Required _____

NAME _____
First
Middle
Last
Maiden

ADDRESS _____
Street/Number
City
State
Zip code

Are you over the age of 18 years? Yes No
 (If no, you may be required to provide authorization to work.)
 Are you authorized to work in the United States? Yes No

Military Service

Were you a member of the U.S. Military Services? Yes No

If yes, give type of discharge _____ **Date of Discharge** _____

Note: A dishonorable or general discharge is not an absolute bar to employment.

EMPLOYMENT HISTORY (List present/most recent employer first)

Company/Agency Name	Check one: Full-time ____ Part-time ____
Address City State Zip	Dates Employed <small>(month & year)</small> From To
Name of Supervisor Phone number	Salary/hourly rate
Your Job Title: Your Duties:	Reason for Leaving

Company/Agency Name	Check one: Full-time ____ Part-time ____
Address City State Zip	Dates Employed <small>(month & year)</small> From To
Name of Supervisor Phone number	Salary/hourly rate
Your Job Title: Your Duties:	Reason for Leaving

Company/Agency Name	Check one: Full-time ____ Part-time ____
Address City State Zip	Dates Employed <small>(month & year)</small> From To
Name of Supervisor Phone number	Salary/hourly rate
Your Job Title: Your Duties:	Reason for Leaving

OTHER INFORMATION: Have you ever been convicted of, pled guilty or no contest to, a misdemeanor (last 3 years) or felony (last 7 years), other than minor traffic violations? A conviction is not an automatic disqualification for employment. yes no

Have you ever been convicted of a crime including sex-related or child abuse related offenses? yes no

If yes, to any describe in full, including date(s).

Auto Insurance Company: _____

Have you had more than 3 moving violations or more than one chargeable accident within the past three years? yes no

Professional (Please Select)

Marketing Coordinator Administrative Assist. Intake Coord. Transportation Coord. RN MSW
 Recreational Therapist PT OT Speech Therapist Aide RD Other _____

Are you registered and/or licensed in North Carolina? yes no State of Registration: _____
 Year Original License or Certification _____ License or Certification # _____ Expiration Date: _____

Has your license or certification ever been revoked, suspended or denied in any states yes no If yes what state: _____

Is your license or certification currently under investigation? yes no If yes, please explain: _____

Technical

Typing speed _____ wpm

Which of the following are you able to use proficiently?

Calculator FAX Voice Mail Copy Machine WORD
 EXCEL Power Point Access Publisher Other: _____

Education

High School/GED	College/Technical	Graduate Studies
Name	Name	Name
Last Year Completed: () 1 () 2 () 3 () 4	Last Year Completed: () 1 () 2 () 3 () 4	Last Year Completed: () 1 () 2 () 3 () 4
Did you Graduate: () yes () no	Did you Graduate: () yes () no	Did you Graduate: () yes () no
Degree/Certificate:	Degree/Certification	Degree/Certification

Are you attending school now yes no

Course of Study _____ Expected Graduation Date _____

References (Please give complete and current information below for at least three references.) **Two references must be a former or current employer.**

Company/Agency	References Name (Supervisor preferred)	Phone Number

May we contact your present employer? []yes []no

Employment Disclosure:

I certify that my answers herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that any false, misleading, or incomplete information given during my application or interview (s) may result in denial of employment or in the termination of employment. I authorize PACE OF THE SOUTHERN PIEDMONT to check my references and to verify information contained on this application. Further, I authorize former employers, personal references and others to give my information concerning me requested by PACE OF THE SOUTHERN PIEDMONT, whether or not it is in their records, and I hereby release them from any liability whatsoever.

By completing this application for employment with PACE OF THE SOUTHERN PIEDMONT, I acknowledge that if employed I will be covered by the Company’s Alternative Dispute Resolution Program, and agree to accept this Program as a condition of my possible employment. I also understand that a copy of this Program may be obtained by contacting PACE OF THE SOUTHERN PIEDMONT at (704) 887-3840.

I understand that if I receive an offer of employment, I may be required to take a drug screen and/or physical abilities test. I understand that the offer and my continued employment may be contingent upon completed references, successful completion of these and any other required post-offer screens, and that I am required to abide by all rules and regulations of the employer. This application for employment shall remain active for 6 months.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with PACE OF THE SOUTHERN PIEDMONT is of an “at will” nature, which means that I may resign at any time and PACE OF THE SOUTHERN PIEDMONT may discharge me at any time with or without cause. I further understand that this “at will” employment relationship may not be changed by any written document or by conduct unless an authorized executive of PACE OF THE SOUTHERN PIEDMONT specifically acknowledges such change in writing.

EMPLOYMENT DISCLOSURE CONTINUED:

I understand that by applying for a position for which driving a company vehicle is a job requirement; the

Motor Vehicle Record will be checked prior to an employment offer.

I understand that my employment may be contingent upon the receipt of an acceptable criminal history check received with my authorization. I understand that I may not be eligible for employment if I have had a felony conviction within the previous seven years and/or misdemeanor conviction in the previous three years involving violence, theft, and/or sexual misconduct.

Signature of Applicant _____ Date _____

How did you learn about this particular job vacancy or what/who encouraged you to apply?

_____ I was referred by a PACE staff member (please identify)

_____ Newspaper (please identify)

_____ Professional journal (please identify)

_____ Website (please identify)

_____ Other (please identify)

<i>For HR Use Only</i>
REF: _____
CBC: _____
SOR: _____
OIGE: _____
Licensure Listing: _____
Degrees: _____
Certifications: _____

Contact information:

Phone: _____

Email: _____

Other? _____