



a partner in the
Smart Start network 

EMPLOYMENT APPLICATION

4901 Waters Edge Drive
Suite 101
Raleigh, NC 27606

(919) 851-9550 *phone*
(919) 851-9530 *fax*
www.wakesmartstart.org

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)

Email Address _____

Position Applied: _____

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: _____

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: _____

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 Smart Start before? Yes No
 If yes, when _____

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

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

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

Do you have a valid Driver's License? Yes No
 If yes, State/Number _____

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. adding machines, include phone systems or other specialized equipment skills) _____

References

1. Name: _____

Address: _____

Telephone Numbers () _____ () _____

2. Name: _____

Address: _____

Telephone Numbers () _____ () _____

3. Name: _____

Address: _____

Telephone Numbers: () _____ () _____

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

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.)

Signature of Applicant - please print name Date