



**EMPLOYMENT APPLICATION**

**Please fill out all sections (2 pages)**

|                          |                          |               |  |
|--------------------------|--------------------------|---------------|--|
| <b>Name:</b>             |                          | <b>Date:</b>  |  |
| <b>Address</b>           |                          | <b>Email:</b> |  |
| <b>Home phone number</b> | <b>Cell phone number</b> |               |  |

**Employment Desired**

|  |  |
|--|--|
| <b>Position applied for:</b>                 | <b>Desired Hourly Wage: \$</b>   |
| <b>Experience relevant to this position:</b> |  |
| <b>Date available for work:</b>              | <b>Days/hours you're available:</b> Mon Tues Wed Thurs Fri Sat Sun<br><input type="checkbox"/> full time<br><input type="checkbox"/> part time |

**Education**

|                      | <b>School</b> | <b>Course of Study</b> | <b>Years of Study</b> | <b>Degree</b> |
|----------------------|---------------|------------------------|-----------------------|---------------|
| <b>High School</b>   |               |                        |                       |               |
| <b>College/Other</b> |               |                        |                       |               |

**Additional Information**

|  |   |
|--|---|
| Identify any formal job training that relates to this position:  |   |
| What skills do you have that relate to this position:  |   |
| If you are hired, what value would you add to our company?   |   |
| If hired, would this be your:  | <input type="checkbox"/> only job or <input type="checkbox"/> second job              |
| Can you provide proof of US citizenship or legal right to work in the U.S.?  | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| If driving is a requirement of the position applied for, have you in the last 7 years been convicted of Driving Under the Influence (DUI)? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| If hired, would you be able to work overtime as needed?  | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| Have you ever been convicted of a felony or misdemeanor?   | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| If Yes, please explain:  |   |
| <small>Please note – all employees are subject to a court records check conducted by Duke University</small>                               |   |

**Employment History**

May we contact your current employer?  YES  NO

|  |                        |                      |                                |
|--|------------------------|----------------------|--------------------------------|
| <b>Employer</b> (current <input type="checkbox"/> Yes <input type="checkbox"/> No) | <b>Start Date</b>      | <b>End Date</b>      | <b>Essential job functions</b> |
| <b>Address</b>   |                        |                      | 1.                             |
|  | <b>Starting Salary</b> | <b>Ending Salary</b> | 2.                             |
| <b>Phone number/Supervisor</b>   |                        |                      | 3.                             |
| <b>Job position(s)</b>   |                        |                      | 4.                             |
| <b>Reason(s) for Leaving</b>   |                        |                      |                                |

|                                |                        |                      |                                |
|--------------------------------|------------------------|----------------------|--------------------------------|
| <b>Employer</b>                | <b>Start Date</b>      | <b>End Date</b>      | <b>Essential job functions</b> |
| <b>Address</b>                 |                        |                      | 1.                             |
|                                | <b>Starting Salary</b> | <b>Ending Salary</b> | 2.                             |
| <b>Phone number/Supervisor</b> |                        |                      | 3.                             |
| <b>Job Position(s)</b>         |                        |                      | 4.                             |
| <b>Reason(s) for Leaving</b>   |                        |                      |                                |

|                                |                        |                      |                                |
|--------------------------------|------------------------|----------------------|--------------------------------|
| <b>Employer</b>                | <b>Start Date</b>      | <b>End Date</b>      | <b>Essential job functions</b> |
| <b>Address</b>                 |                        |                      | 1.                             |
|                                | <b>Starting Salary</b> | <b>Ending Salary</b> | 2.                             |
| <b>Phone number/Supervisor</b> |                        |                      | 3.                             |
| <b>Job position(s)</b>         |                        |                      | 4.                             |
| <b>Reason(s) for Leaving:</b>  |                        |                      |                                |

Signature \_\_\_\_\_

Date \_\_\_\_\_

