

PLEASE READ ALL INSTRUCTIONS PRIOR TO COMPLETION

APPLICATION FOR EMPLOYMENT

COUNTY of CUMBERLAND

An Equal Opportunity Employer

All applicants are considered for positions without regard to race, color, sex, age, national origin, religion, disability or political affiliation.

Date Received	Applicant Status
Received Via	Applicant ID#

Please Print or Type. Please answer all questions and insure that your application is complete so that we may fully and accurately evaluate your qualifications. You may attach a resume to supplement the requested information but it will not be accepted in lieu of a completed work history. "SEE RESUME" is NOT acceptable. List separately each job held and your duties for each position where you worked for one employer and held more than one position. Provide only the last 4 digits of your SSN. Review your application for accuracy. Read carefully the disclosure statement, sign and date before submitting your application to the HR Office, County Courthouse, 117 Dick Street, Room 14 or mail to: Cumberland County Human Resources, P.O. Box 1829, Fayetteville, NC 28302-1829. Our phone number & website are: 910-678-7653; www.co.cumberland.nc.us.org.

Position You Are Applying For: (A separate application is required for each position applied for – legible photo copies are acceptable.)

Application Date	Position Title	Position Number	Position Closing Date
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Personal Data

Last 4 digits of SSN	Last Name	First Name	Middle Name
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Address (Street number and name)	City	State	Zip Code
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E-Mail Address	Phone (Home or where you can be reached) () -	Business Phone () - x:
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Are you related by blood or marriage to any person now working for Cumberland County? No Yes
(If yes, give name, relationship to you and the department where employed.)

CHECK the types of work you will accept: 1. Permanent full-time 2. Permanent part-time 3. Temporary full-time
 4. Temporary part-time 5. Any of the preceding 6. Work involving Travel 7. Shift or Split Shift Work

If not available for work now, enter the earliest date you could begin work (mo./day/yr.)

Referral Source: Friend Relative Bulletin Board Job Line Internet Newspaper
 College Posting Employment Security Commission Walk-In Other – Specify

Education:
Circle highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4

Detail below your education as indicated above. Under "S/Q Hours", list hours completed and if they were Semester (S) or Quarter (Q).

Schools	Name & Location	Dates Attended From: To: (Mo/yr)	Grad? <input type="checkbox"/> Yes <input type="checkbox"/> No	Sem or Qtr Hours Compl	Major and/or Minor	Type Degree Received
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No			
Community/ Tech College			<input type="checkbox"/> Yes <input type="checkbox"/> No			
College/ University			<input type="checkbox"/> Yes <input type="checkbox"/> No			
College/ University			<input type="checkbox"/> Yes <input type="checkbox"/> No			
Graduate/ Professional			<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other educational/ vocational school/ internship etc.			<input type="checkbox"/> Yes <input type="checkbox"/> No			

Have you ever been convicted of an offense against the law other than a minor traffic violation? (A conviction does not mean you cannot be hired; the offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.)
 No Yes (if yes, explain fully on an additional sheet.)

Competitive Services Use Only

DEGREES AND PROFESSIONAL CREDENTIALS
 Have been verified
 Will be verified within 90 days (GS 126-30)
Person Responsible _____

Work History (include volunteer experience). Begin with most current position. Use additional sheets as necessary.

Job Title		Supervisors Name		Date Started	Date Separated	Your Work Was	Years	Months	Hrs/Wk
						Full-Time <input type="checkbox"/>			
						Part-Time <input type="checkbox"/>			
Employer		Employer's Complete Address						Telephone Number	
Starting Salary	Ending Salary	Number of Persons supervised by you		Reason for Leaving			May we contact this employer?		
Duties:									

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