

Date:

PERSONAL INFORMATION

Name (Last, First, Middle Initial)			Social Security No.
Present Address	City	State	Zip Code
How long at this address:			
Previous Address	City	State	Zip Code
How long at this address:			Are you authorized to work in the United States? Proof of Authorization will be required post hire. <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone No. ()			Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, verification of legal working age will be required.

EMPLOYMENT DESIRED

Position	Date you can Start	Salary Desired
Are you Employed <input type="checkbox"/> Yes <input type="checkbox"/> No		If so, may we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Ever applied to this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Where?	When?

EDUCATION

Name & Location of School	Years Attended	Did you Graduate	Subjects Studied
High School			
College			
Trade, Business or Correspondence School			

GENERAL

Subjects of Special Study/Research Work Or Special Training skills	
US Military Service <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what branch? _____	Date of Discharge: _____
Rank at Discharge: _____	Did you receive an Honorable Discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No

BACKGROUND INFORMATION

EACH CASE IS CONSIDERED SEPARATELY BASED ON JOB DUTIES AND PERFORMANCE AREAS.

Do you have a valid N. C. State Drivers License? <input type="checkbox"/> Yes <input type="checkbox"/> No Other State? _____	
If position applied for involves driving, have you been convicted, pleaded no contest, or paid a fine for any traffic violation in the past three (3) years? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever had a DUI? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you been convicted of a felony or served time in prison within the last ten (10) years? <input type="checkbox"/> Yes <input type="checkbox"/> No Conviction will not necessarily bar you from employment. If yes, please explain: Do you have any pending court cases? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
How/where did you hear about the position for which you are applying?	
<input type="checkbox"/> Friend / Relative <input type="checkbox"/> Current Employee <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Employment Security Commission <input type="checkbox"/> Other _____	

FORMER EMPLOYERS

(List below last four employers, starting with last one first)

Date Month & Year	Name & Address of Employer	Salary	Position	Reason for Leaving
From: To:				
From: To:				
From: To:				
From: To:				

PROFESSIONAL REFERENCES

Give the names of three persons, not related to you, which you have known at least one year.

Name	Place of Employment	Phone	Years Known

AUTHORIZATION

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

Further, I understand that employment with C. H. Edwards, Inc. is "at-will", which means that either C. H. Edwards, Inc. or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

Date _____ Signature _____

Interviewed by _____ Date _____

REMARKS

Neatness			Character	
Personality			Ability	
Hired	For Dept.	Position	Will Report	Salary Wages

Approved: 1 _____ 2 _____ 3 _____