APPLICANT INSTRUCTIONS

- **Step 1:** Anyone interested in being <u>considered</u> for hire should complete a Beaufort County Developmental Center job application. Blank applications may be obtained from the front Administrative Office. Completed applications are to be turned into the receptionist.
- **Step 2:** Applications will be reviewed to ensure all blanks have been completed. If application is completely filled out, your application will be forwarded to the appropriate department or area of position vacancy.
- **Step 3:** If there is a vacancy, your application will then be screened for qualifications. If there is no vacancy, or your application does not meet suitable qualifications for that position, your application will be kept on file for <u>3 months</u> <u>and then discarded</u>. If you wish to be considered again for employment after 3 months, you must complete another application.
- **Step 4**: If you are chosen for an interview, you will be telephoned to schedule a **FIRST** interview. All applications of interviewed candidates, regardless if hired or not, will be kept on file one year from application date.
- **Step 5:** At the **FIRST** interview, you will be asked to complete a writing sample. After the first interview is completed, the pool of applicants for a position will be narrowed down through further screening.
- **Step 6:** If you are chosen as a potential for hire, you may be called for a **SECOND** interview. During the **SECOND** interview you may be asked to provide supplemental information.
- **Step 7:** If you are the chosen candidate for hire, you will be given a conditional job offer that will be contingent upon satisfactorily completing all background screening and submission of requested documentation.

Because our demand for quality staff is essential to the service we provide, our application/screening process takes time and effort from all involved. We understand your eagerness for employment, and we welcome your interest, and we will communicate with you regarding your status. Your patience and cooperation are appreciated. Again, thank you for choosing our organization during your employment search and best wishes to you from us!



Beaufort County Developmental Center, Inc. 1534 W. 5th Street – P. O. Box 518 Washington, NC 27889

APPLICATION FOR EMPLOYMENT

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name	
Last First	Middle
Address	
Street City	y State Zip Code
Telephone # Mobile/Other #	E-mail Address
iviounc/Other #	L-man Address
Position(s) applied for	Date of Application
Position(s) applied for	Date of Application
Referral Source (Please check the appropriate category and name the source.)	
Walk-in	School
☐ Employee	☐ Job Fair
Advertisement	
☐ Company's Website	☐ Government Employee Agency
Other Internet	
If necessary, best time to call you at home is ☐ am ☐ p	om Will you travel if job requires it? ☐ Yes ☐ No
May we contact you at work? ☐ Yes ☐ No If yes , work number	If they have been explained to you, are you able to meet the
and best time to call:	attendance requirements of the position? ☐ N/A ☐ Yes ☐ No
If you are under 10 and it is necessary to a server to make a small parents	Will you work overtime if required? ☐ Yes ☐ No If no,
If you are under 18 and it is required, can you furnish a work permit? ☐ Yes ☐ No If no, please explain:	please explain:
	Do you have a CDL (Commercial Driver's License)? ☐ Yes ☐ No
Have you ever been employed here before? ☐ Yes ☐ No	
If yes, give dates From To	
	Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the
Are you legally eligible for employment in this country? ☐ Yes ☐ No Are you related to a current employee of BCDC? ☐ Yes ☐ No	offense, seriousness and nature of the violation, rehabilitation
Are you related to a current employee of BCDC?	and position applied for will be taken into account.
Date available for work:	
What is your desired salary range or hourly rate of pay?	Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? ☐ Yes ☐ No If yes, please provide date(s) and details
\$ Per Type of employment desired:	a simile: - 103 - 110 m yos, piedse provide date(s) and details
	,
☐ Full-Time ☐ Part-Time ☐ Ed Co-Op ☐ Seasonal ☐ Temporary	·
Will you relocate if job requires it? ☐ Yes ☐ No	

Application for Employment QIC Approved 4.11.2018

Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone #	
Street Address City		
Starting job title/final job title		
May we contact for reference? \[\begin{array}{ c c c c c c c c c c c c c c c c c c c	·	
Immediate supervisor and title (for most recent position held)		
Why did you leave?		
Summarize the type of work performed and job responsibilities.		_
What did you like most about your position?		
What were the things you liked least about the position?		
Dates employed: Month/Year		
Compensation (Final): Hourly Salary Salary		\$
Employer	Telephone #	
Street Address City		
	/	
May we contact for reference? \square Yes \square No \square Later Immediate supervisor and title (for most recent position held)		
Summarize the type of work performed and job responsibilities.		
summarize the type of work performed and job responsionness.		
What did you like most about your position?		
What were the things you liked least about the position?		
Dates employed: Month/Year		
Compensation (Final): Hourly Salary Substitute Sub		\$
Employer	Telephone #	
Street Address City	State	_ Zip Code
May we contact for reference? ☐ Yes ☐ No ☐ Later		
Immediate supervisor and title (for most recent position held)		
Why did you leave?		
Summarize the type of work performed and job responsibilities.		
What were the things you liked least about the position?		
Dates employed: Month/Year		
Compensation (Final): Hourly Salary \$		\$

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Employment History (Continued) Telephone # **Employer** City State Zip Code Street Address Starting job title/final job title May we contact for reference? \square Yes \square No \square Later Immediate supervisor and title (for most recent position held) Why did you leave? Summarize the type of work performed and job responsibilities. What did you like most about your position? What were the things you liked least about the position? Month /Year _____ to Month Dates employed: Compensation (Final): Hourly Salary Commission/Bonus/Other Compensation Learning Salary Commission/Bonus/Other Compensation Learning Salary Lear _____ Telephone # _____ Employer _____ City _____ State ____ Zip Code ___ Street Address Starting job title/final job title May we contact for reference? \square Yes \square No \square Later Immediate supervisor and title (for most recent position held) Why did you leave? Summarize the type of work performed and job responsibilities. What did you like most about your position? What were the things you liked least about the position? _____ /Year _____ to Month Dates employed: Compensation (Final): ☐ Hourly ☐ Salary \$ Commission/Bonus/Other Compensation **Employer** _____ Telephone # _____ State Zip Code ____ City ____ Street Address Starting job title/final job title May we contact for reference? $\ \square$ Yes $\ \square$ No $\ \square$ Later Immediate supervisor and title (for most recent position held) Why did you leave? Summarize the type of work performed and job responsibilities. What did you like most about your position? What were the things you liked least about the position?

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Month _____ /Year ____ to Month

Compensation (Final):

Hourly Salary

Commission/Bonus/Other Compensation

Commission/Bonus/Other Compensation

Employment History (Continued)				
Explain any gaps in your employment, other than those due to personal illness, injury or disability.				
Skills and Qualification	ns			
	g, skills, licenses and/or certifica			or which
	priate boxes. Include software ti	• • •		
☐ Word Processing	T.7	_ Internet		Years
☐ Spreadsheet ☐ Presentation		☐ PowerPoint ☐ Other		Years
	Years			Years
Educational Backgrou	and school attended, provide the following t	owing information.		
School (include City &	& State) Years Completed	Completed	GPA Class Rank	Major/Minor
		□ Diploma □ GED □ Degree □ Certification □ Other □ Other		
		☐ Diploma ☐ GED☐ Degree)	
		☐ Certification		
		□ Other		
		☐ Diploma ☐ GED)	
		Degree		
		☐ Certification		
		☐ Other		
References				
List name and telephone number of three business/work references who are <i>not</i> related to you and <i>not</i> previous supervisors. If not applicable, list three school or personal references who are <i>not</i> related to you.				
Name	Title	Relationship to you	Telephone	Number of Years Known

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Related Information To what job-related organizations (professional, trade, etc.) do you belong? Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical

disabilities, veteran/reserve National Guard or any other similarly protected status.

Organization	Offices Held
List special accomplishment, publications, awards, etc. Exclude information that would reveal race, color, religio disabilities, veteran/reserve National Guard or any other similar	n, sex, national origin, citizenship, age, mental or physical larly protected status.
In your current or a prior job have you ever written instructions or	directions to be followed by employees or customers?
☐ Yes ☐ No ☐ Not Applicable	
If yes, please explain:	
Is there any other job-related information you want us to know ab	out you?

Applicant Statement

In exchange for the consideration of my job application by BCDC (hereinafter called "the Company"), I agree that:

This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Company's Chief Executive Officer (CEO). Both the undersigned, and BCDC may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I expressly authorize, without reservation, the Company, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the Company, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the Company does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as random testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy.

I further understand that my employment with the Company shall be probationary for a period of six months (180) days, and further that at any time during the probationary period or thereafter, my employment relationship with the Company is terminable at will for any reason by either party.

I certify that all information I have provided in order to apply for secure work with the Company is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the Company's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT. I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.		
Signature of Applicant	Date / /	