

Beaufort County, North Carolina
 Application for Employment
 121 W. 3rd St., Washington, NC 27889



Last Name		First Name		Middle Name	
Address		City		State	Zip Code
Email Address			Cell/Home Phone		Work Phone
Position Applied For				Date	

****PLEASE READ BEFORE FILLING OUT THIS APPLICATION****

This application is for all general Beaufort County Government positions and will be considered only for the position listed above. If you wish to receive consideration for other position vacancies, it will be necessary to submit another application.

Applicants for positions with Beaufort County Health and Social Services Departments must complete a State of North Carolina Employment Application Form (PD 107).

Applicants interested in positions with the Beaufort County Sheriff, Jail, and Emergency Communications are required to complete a Personal History Statement (Form F-3) required by the Sheriff's Education and Training Standards Commission in addition to the Beaufort County Application for Employment. The Form F-3 can be obtained from the Beaufort County Sheriff's Department.

Thank you for your interest in employment with Beaufort County.

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GENERAL INFORMATION

1. Are you currently employed by Beaufort County? _____ Yes _____ No

If yes, what department? _____

2. Have you previously been employed by Beaufort County? _____ Yes _____ No

If yes, when? _____

3. Are you related by blood or marriage to any person now employed by Beaufort County?

_____ Yes _____ No If yes, give name, relationship to you and the department where employed:

4. How did you find out about this vacancy? _____

5. Do you have a valid North Carolina Driver's License? _____ Yes _____ No

License Number _____

6. Are you age eighteen or over? _____ Yes _____ No

If no, hire is subject to verification that you are of minimum legal age.

7. Have you ever been convicted of an offense against the law other than a minor traffic violation?

_____ Yes _____ No (If yes, explain fully on an additional sheet.)

Note: 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.

8. Are you a veteran? _____ Yes _____ No

Dates of active service: From _____ To _____ Type of separation _____

9. Describe any special skills you have such as machines you can operate, computer systems, and software with which you are proficient, etc.

10. Indicate any language other than English you can speak, read, and/or write:

Spanish speak _____ read _____ write _____

Other _____ speak _____ read _____ write _____

RECORD OF 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

School	Name and Location of School	Course of Study	Attendance Dates	Did you Graduate?	List Diploma or Degree
High School				yes _____ no _____	
College/ University				yes _____ no _____	
Other (Specify)				yes _____ no _____	

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RECORD OF EMPLOYMENT

List below present and past employment and military experience beginning with the most recent.

I

Name and Address of Employer	From		To		Job Title	Starting salary	Last salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Describe the work you did:									
Telephone									
If part-time, hours per week ____									

II

Name and Address of Employer	From		To		Job Title	Starting salary	Last salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Describe the work you did:									
Telephone									
If part-time, hours per week ____									

III

Name and Address of Employer	From		To		Job Title	Starting salary	Last salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Describe the work you did:									
Telephone									
If part-time, hours per week ____									

IV

Name and Address of Employer	From		To		Job Title	Starting salary	Last salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Describe the work you did:									
Telephone									
If part-time, hours per week ____									

May we contact the employers listed above? _____ Yes _____ No
 If no, indicate which one(s) you do not wish for us to contact and why.

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RECORD OF EMPLOYMENT

List below present and past employment and military experience beginning with the most recent.

V

Name and Address of Employer	From		To		Job Title	Starting salary	Last salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Describe the work you did:									
Telephone									
If part-time, hours per week ____									

VI

Name and Address of Employer	From		To		Job Title	Starting salary	Last salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Describe the work you did:									
Telephone									
If part-time, hours per week ____									

VII

Name and Address of Employer	From		To		Job Title	Starting salary	Last salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Describe the work you did:									
Telephone									
If part-time, hours per week ____									

VIII

Name and Address of Employer	From		To		Job Title	Starting salary	Last salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Describe the work you did:									
Telephone									
If part-time, hours per week ____									

May we contact the employers listed above? _____ Yes _____ No
 If no, indicate which one(s) you do not wish for us to contact and why.

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RECORD OF EMPLOYMENT

List below present and past employment and military experience beginning with the most recent.

IX

Name and Address of Employer	From		To		Job Title	Starting salary	Last salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Describe the work you did:									
Telephone									
If part-time, hours per week ____									

X

Name and Address of Employer	From		To		Job Title	Starting salary	Last salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Describe the work you did:									
Telephone									
If part-time, hours per week ____									

XI

Name and Address of Employer	From		To		Job Title	Starting salary	Last salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Describe the work you did:									
Telephone									
If part-time, hours per week ____									

XII

Name and Address of Employer	From		To		Job Title	Starting salary	Last salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Describe the work you did:									
Telephone									
If part-time, hours per week ____									

May we contact the employers listed above? _____ Yes _____ No
 If no, indicate which one(s) you do not wish for us to contact and why.

Equal Opportunity Information

Beaufort County is an Equal Opportunity Employer. The County is committed to providing equal employment opportunities to qualified individuals regardless of race, color, sex, religion, disability, national origin, citizenship, age with respect to persons 18 years or older, or any other status protected by law. The information requested below will not affect you as an applicant and is not forwarded to the hiring manager

1. White (Non-Hispanic/Latino)
2. Black or African American (Non-Hispanic/Latino)
3. Asian
4. American Indian or Alaskan Native
5. Native Hawaiian or Other Pacific Islander
6. Two or More Races (Non-Hispanic/Latino)
7. Hispanic/Latino

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SPECIAL LICENSES OR CERTIFICATIONS

Type Issued by Date received Date of Expiration Certificate Number

REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

CERTIFICATION OF APPLICANT

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I hereby authorize Beaufort County to make any investigation of my personal history, employment, financial and credit record, and other related matters which may be necessary to verify information related to my application, and to secure the information necessary to make an employment decision.

Signature of Applicant
(unsigned applications will not be processed)

Date