



501-D Uwharrie Ct.  
Raleigh, NC 27606

## APPLICATION FOR EMPLOYMENT

Please print or type all information requested except signature.

Last Name	First	Middle	Maiden	Date of Application
Street Address				Home Telephone (    )
City	State	Zip Code		Cell Telephone (    )
Position Desired	Date Available	Salary Desired	Social Security Number	

Are you legally eligible for employment in this country?  Yes  No

Proof of U.S. citizenship or immigration status will be required upon employment.

Employment desired     FULL-TIME ONLY     PART-TIME ONLY     FULL- OR PART-TIME

How many hours can you work weekly? \_\_\_\_\_

*Days/hours available to work*

Can you work nights?     Yes     No

<input type="checkbox"/> No Pref _____	<input type="checkbox"/> Thursday _____
<input type="checkbox"/> Monday _____	<input type="checkbox"/> Friday _____
<input type="checkbox"/> Tuesday _____	<input type="checkbox"/> Saturday _____
<input type="checkbox"/> Wednesday _____	<input type="checkbox"/> Sunday _____

### EDUCATION

Level	Name and Location of School	Diploma or Degree (Credits Earned if No Degree)	Attendance Dates		Major
			From Mo/Yr	To Mo/Yr	
High School					
Business, Trade or Technical School*					
College*					
Graduate School*					
Other*					

\* If degree was received under a name other than that listed on this application, please provide your full name at the time the degree was awarded:

Degree:

Name At Time Earned:



HAVE YOU EVER BEEN CHARGED WITH OR CONVICTED OF A CRIME OR MISDEMEANOR? \*  Yes  No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*A conviction will not necessarily disqualify applicants.

DO YOU HAVE A DRIVER'S LICENSE?  Yes  No

Driver's license number \_\_\_\_\_

State of issue \_\_\_\_\_  Operator  Commercial (CDL)  Chauffeur

Expiration date \_\_\_\_\_

Have you had any accidents during the past three years?  Yes  No How many? \_\_\_\_\_

Have you had any moving violations during the past three years?  Yes  No How many? \_\_\_\_\_

	MILITARY	
--	----------	--

HAVE YOU EVER BEEN IN THE ARMED FORCES?  Yes  No

ARE YOU NOW A MEMBER OF THE ARMY RESERVE OR NATIONAL GUARD?  Yes  No

Specialty	Date Entered	Discharge Date
-----------	--------------	----------------

Did you complete this application yourself?  Yes  No

If not, who did?

Please list two references other than relatives or previous employers:

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone (____) _____	Telephone (____) _____



An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the *specific position* for which you are applying.

---



---



---

**Work Experience**

Please list your work experience for the past five years beginning with your *most recent* job held.  
If you were self-employed, give firm name. Attach additional sheets if necessary.

May we contact your present employer?  Yes  No

Name of employer _____ Address _____ City, State, Zip Code _____ Phone number (____) _____	Name of last supervisor _____	Employment dates From _____ To _____	Pay or salary Start \$ _____ Final \$ _____
---	-------------------------------	--	---

Your last job title

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

---



---



---

Name of employer _____ Address _____ City, State, Zip Code _____ Phone number (____) _____	Name of last supervisor _____	Employment dates From _____ To _____	Pay or salary Start \$ _____ Final \$ _____
---	-------------------------------	--	---

Your Last Job Title

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

---



---



---



Name of employer _____ Address _____ City, State, Zip Code _____ Phone number (____) _____	Name of last supervisor	Employment dates	Pay or salary
		From To	Start \$ Final \$

Your last job title

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of employer _____ Address _____ City, State, Zip Code _____ Phone number (____) _____	Name of last supervisor	Employment dates	Pay or salary
		From To	Start \$ Final \$

Your last job title

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



MUTUAL NON-DISCLOSURE AGREEMENT

This is an agreement made on \_\_\_\_\_ (date) by Resourceability, Inc. and \_\_\_\_\_ (company or applicant engaging in agreement), relating to disclosure, orally and/or in tangible form, of certain confidential and proprietary information by each party to the other for the purpose of furthering a mutual business relationship.

1. Each party understands that the confidential information received from the disclosing party is regarded by the disclosing party as valuable and proprietary, and in consideration of the disclosure of such information by the disclosing party and of the mutual promises herein, the receiving party agrees:
  - a) To use the information received solely for the purpose of furthering the business relationship between the parties and to limit access to such information to those of its employees who have a need to know thereof;
  - b) To take strict precautions to maintain the confidentiality of the information received for a period of five (5) years from the date of receipt, and to take appropriate action, by instruction, agreement or otherwise, with any person permitted access to the information received to ensure that the receiving party will be able to satisfy its obligation under this Agreement; and
  - c) Not to copy or disclose information received, except as expressly permitted in this Agreement and, at the request of the disclosing party, promptly to destroy or return any and all copies on any media containing such information.
  
2. The receiving party shall have no obligation under Paragraph 1 with respect to information which is:
  - a) Previously and legally in the possession of or independently developed by the receiving party, generally available to the public through no fault or breach by the receiving party, or disclosed to the receiving party by a third party having no obligation of confidentiality with respect thereto; or
  - b) Not identified by the disclosing party in writing as confidential and which is not otherwise reasonably understood to be confidential by its nature.
  
3. Neither the confidential information nor the act of disclosure thereof shall constitute a grant of any license under any trademark, patent or copyright or application for same, nor shall they constitute any representation or warranty by the disclosing party with respect to the infringement of any right of third persons.
  
4. This Agreement shall be binding on the parties, their successors and assigns, shall be governed by the laws of the State of North Carolina and shall remain effective with respect to any confidential information which is disclosed hereunder at any time within one (1) year from the date of execution, unless either party notifies the other that subsequent disclosures of confidential information are not to be included within the terms of the Agreement.

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

Resourceability Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_



**APPLICATION FORM WAIVER**

In exchange for the consideration of my job application by Resourceability, Inc., I agree that: neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Resourceability, Inc. or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President of the Company. Both the undersigned and Resourceability, Inc. may end the employment relationship at any time, without specified notice or reason. If employed, I understand that Resourceability, Inc. may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I have reviewed this application carefully and I hereby affirm that my statements and answers to all questions on this application are true and correct and that I have not knowingly withheld any fact or circumstance that, if disclosed, would affect my application unfavorably. I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release Resourceability, Inc. from any liability as a result of such contact.

I also understand that (1) Resourceability, Inc. may have a drug and alcohol policy that provides for preemployment testing as well as 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 continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of my employment application, Resourceability, Inc. may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with Resourceability, Inc. shall be probationary for a period of thirty (30) days, and that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party. I agree to comply with all safety and health rules, company policies and procedures, and local, state, and federal laws pertaining to my employment.

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

Resourceability, Inc. is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Resourceability, Inc. depends solely upon your qualifications.