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

**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. 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.
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

<table>
<thead>
<tr>
<th>School</th>
<th>Name and Location of School</th>
<th>Course of Study</th>
<th>Attendance Dates</th>
<th>Did you Graduate?</th>
<th>List Diploma or Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
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<tr>
<td>College/University</td>
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<td>Other (Specify)</td>
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   yes _____
   no _____

   yes _____
   no _____

   yes _____
   no _____
## RECORD OF EMPLOYMENT

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

### I

<table>
<thead>
<tr>
<th>Name and Address of Employer</th>
<th>From Mo. Yr. To Mo. Yr.</th>
<th>Job Title</th>
<th>Starting per</th>
<th>Last per</th>
<th>Reason for Leaving</th>
<th>Name of Supervisor</th>
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Describe the work you did:

Telephone

If part-time, hours per week ___

### II

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<tr>
<th>Name and Address of Employer</th>
<th>From Mo. Yr. To Mo. Yr.</th>
<th>Job Title</th>
<th>Starting per</th>
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<th>Reason for Leaving</th>
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Describe the work you did:

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If part-time, hours per week ___

### III

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<tr>
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<th>From Mo. Yr. To Mo. Yr.</th>
<th>Job Title</th>
<th>Starting per</th>
<th>Last per</th>
<th>Reason for Leaving</th>
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Describe the work you did:

Telephone

If part-time, hours per week ___

### IV

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<thead>
<tr>
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<th>From Mo. Yr. To Mo. Yr.</th>
<th>Job Title</th>
<th>Starting per</th>
<th>Last per</th>
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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. __________________________

_______________________________
SPECIAL LICENSES OR CERTIFICATIONS

<table>
<thead>
<tr>
<th>Type</th>
<th>Issued by</th>
<th>Date received</th>
<th>Date of Expiration</th>
<th>Certificate Number</th>
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REFERENCES (Not Former Employers or Relatives)

<table>
<thead>
<tr>
<th>Name and Occupation</th>
<th>Address</th>
<th>Phone Number</th>
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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                      Date