

# Sampson Arts Council, Inc.

## Job Application

**Date of Application:** \_\_\_\_\_

### Personal Information

Last 4 Digits of SS#: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Cell/Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you legally eligible to work in the United States? Yes No

Are you willing to relocate to Sampson County within six months of hire? Yes No

### Referral Source

Please indicate your referral source: \_\_\_\_\_

### Education

Schools	Name and Location	Dates Attended (mo/yr)		Grad?	S/Q Hrs.	Major/Minor Course Work	Type of Degree Received
		From:	To:				
High School				YES/NO			
College(s) University (s)				YES/NO			
Graduate or Professional				YES/NO			
Other educational, vocational school, internships, etc.				YES/NO			

**Special training programs and seminars you have completed in the last five years (list):**

### Relevant Skills & Qualifications

*(Check all that apply and provide details where appropriate)*

☐ Tourism Marketing & Promotion

☐ Event Planning & Management

☐ Financial Management / Budgeting

☐ Social Media & Digital Marketing

☐ Website Management / CMS

☐ Adobe Creative Suite / Canva

☐ Email Marketing / CRM (Platforms: [Text Field])

☐ Microsoft Office Suite

☐ QuickBooks or other Accounting Software

☐ Project Management Tools (Teams, SharePoint, Trello, Asana, etc.)

☐ Public Speaking / Community Presentations

**Other Skills / Notes:****Accomplishments & Portfolio**

Notable projects, campaigns, or programs you've led: (Attach portfolio samples if available.)

**References**

Provide at least three professional references:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Company / Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Company / Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

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Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Company / Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Attachments:** Resume Cover Letter Portfolio / Campaign Examples Certifications / Training

**Licenses and certifications (List, giving dates and sources of issuance):****SKILLS**

CHECK the following skills, experiences, etc., which you have:

- |  |                          |   |  |
|--|--------------------------|---|--|
| <input type="checkbox"/> Driver's License    | Number _____ State _____ | <input type="checkbox"/> Sign Language                              | <input type="checkbox"/> Legal transcription   |
| <input type="checkbox"/> Chauffeur's License | Number _____ State _____ | <input type="checkbox"/> Foreign language (specify) _____           | <input type="checkbox"/> Medical transcription |
| <input type="checkbox"/> Car for use at work |                          | <input type="checkbox"/> Adding Machine/calculator                  | <input type="checkbox"/> Braille               |
|  |                          | <input type="checkbox"/> Typing (specify WPM) _____                 | <input type="checkbox"/> Word Processing       |
|  |                          | <input type="checkbox"/> Shorthand/speedwriting (specify WPM) _____ | <input type="checkbox"/> Other _____           |

Have you ever been convicted of an offense against the law other than a minor traffic violation? (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.) ☐ YES ☐ NO (If yes, explain fully on an additional sheet.)

**WORK HISTORY** (include volunteer experience) Use additional sheets if necessary. As you describe your work history experiences, make sure you highlight your competencies which demonstrate your qualifications for the position for which you are applying.

Current or Last Employer:		Address:		
Job Title:		Supervisor's Name	Telephone Number	No. Supervised by you:
Date Employed (mo/yr)	Starting Salary \$ _____ per	Ending or Current Salary \$ _____ per	Reason for Leaving	May We Contact Employer YES <input type="checkbox"/> NO <input type="checkbox"/>
Date Separated (mo/yr)	List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:			
Full Time      Years      Months				
Part Time      Years      Months				
If part time, number of hours worked per week:				
Employer:		Address:		
Job Title:		Supervisor's Name	Telephone Number	No. Supervised by you:
Date Employed (mo/yr)	Starting Salary \$ _____ per	Ending or Current Salary \$ _____ per	Reason for Leaving	
Date Separated (mo/yr)	List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:			
Full Time      Years      Months				
Part Time      Years      Months				
If part time, number of hours worked per week:				
Employer:		Address:		
Job Title:		Supervisor's Name	Telephone Number	No. Supervised by you:
Date Employed (mo/yr)	Starting Salary \$ _____ per	Ending or Current Salary \$ _____ per	Reason for Leaving	
Date Separated (mo/yr)	List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:			
Full Time      Years      Months				
Part Time      Years      Months				
If part time, number of hours worked per week:				

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed, and (or) criminal action. I further understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications (Authority: G.S. 126-30, G.S. 14-122.1.)

\_\_\_\_\_  
Signature of Applicant (unsigned applications will not be processed)\_\_\_\_\_  
Date