



EMPLOYMENT APPLICATION

P.O. Box 549
712 Virginia Rd.
Edenton, NC 27932
(252) 482-4495 Fax: (252) 482-0328

EQUAL OPPORTUNITY: It is the policy of our agency to afford equal employment opportunity to all qualified applicants without regard to race, color, creed, national origin, age, sex, religion or handicap, and to conform to applicable employment laws and regulations.

POSITION APPLYING FOR

Email address: _____

PERSONAL DATA (Please Print)

Last name			First Name		Middle initial
Mailing address (Street, City, State, Zip Code)			Phone Number		Salary Desired
Date available to begin employment		Are you interested in ☐ Full-Time ☐ Part-time			
Do you have any friends or relatives employed by this company? ☐ Yes ☐ No If yes, please provide their names and relationships to you:					
Can you perform the essential functions of the job for which you are applying? ☐ Yes ☐ No					

EDUCATION

	School Name and Address	Course of Study	No. Years Attended	Graduate?
High School				☐ YES ☐ NO
Trade or Technical School				☐ YES ☐ NO
College or University				☐ YES ☐ NO
Graduate School				☐ YES ☐ NO

(over)

WORK EXPERIENCE (List most recent employment first. The last five years is sufficient)

From Mo. / Year	To Mo. / Year	Employer Name, Address, Phone Number	Job Title	Reason for Leaving
				May we contact this employer for a reference? ☐ Yes ☐ No
				May we contact this employer for a reference? ☐ Yes ☐ No
				May we contact this employer for a reference? ☐ Yes ☐ No

PERSONAL REFERENCES - Please provide three (3) references that have known you for at least five (5) years.

Name and Address	Telephone No. (Including area code)	Relationship

NOTICE TO ALL APPLICANTS

Economic Improvement Council, Inc., is committed to providing a safe and healthy workplace for all employees. In support of this commitment, we have implemented a comprehensive substance abuse policy designed to uphold the highest standards of employee health and safety. As part of our application process, applicants may be subject to substance abuse screening. Additionally, the agency reserves the right to conduct periodic drug testing for all employees. E.I.C. is a drug-free workplace, and we are dedicated to maintaining this status. Applicants who are unable to comply with our substance abuse standards will not be considered for employment. We believe that enforcing this policy is essential to sustaining a productive, safe, and supportive work environment free from the negative impact of alcohol and drug misuse.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Economic Improvement Council to investigate any of the facts set forth in this application and release the Economic Improvement Council from any liability. The Economic Improvement Council may contact any references listed on this application. I acknowledge and understand that the company is an “at will” employer. Therefore, the employer may terminate the employment relationship with any employee at any time, with or without cause, or without notice to the other party.

Signature of applicant

Date