Application for Employment



Peycor Inc. is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made based on qualifications, and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

**PLEASE TYPE OR PRINT**. Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.") Applications with missing or invalid job numbers will not be considered for any position.

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| --- | --- |
| Name (Last, First, Middle):Click or tap here to enter text. | Other names under which you have attended school or been employed:Click or tap here to enter text. |
| Street Address:Click or tap here to enter text. | City, State & Zip:Click or tap here to enter text. |
| Social Security Number:Click or tap here to enter text. | Home Phone:Click or tap here to enter text. | Work Phone:Click or tap here to enter text. | Other Phone:Click or tap here to enter text. |
| Are you eligible to work in the United States? |  Yes[ ]  No[ ]  | Expected Hourly Rate:Click or tap here to enter text. |
| Are you 18 years of age or older? |  Yes[ ]  No[ ]  | If NO, what is our current age? Click or tap here to enter text. |
| Have you ever been employed by (company)? |  Yes[ ]  No[ ]  | If YES, dates of employment & reason for leaving:Click or tap here to enter text. |
| Are you related to any current company employee? |  Yes[ ]  | No[ ]  | If YES, their name & their relationship to you?Click or tap here to enter text. |
| Do you have a valid North Carolina driver's license? |  Yes[ ]  No[ ]  | If YES, license #, and expiration date:Click or tap here to enter text. |
| How did you learn about this employment opportunity? Check all that apply: [ ] Walk-in [ ] Website [ ] Dept. of Labor [ ]  Referral by employee [ ] Other |

EDUCATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of School | City/State | Did you graduate? | Degree received | Major |
| High School:Click or tap here to enter text. | Click or tap here to enter text. |  Yes[ ]  No[ ]   | Click or tap here to enter text. | Click or tap here to enter text. |
| GED:Click or tap here to enter text. | Click or tap here to enter text. |  Yes[ ]  No[ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| Other School:Click or tap here to enter text. | Click or tap here to enter text. |  Yes[ ]  No[ ]  | Click or tap here to enter text. | Click or tap here to enter text. |
| College:Click or tap here to enter text. | Click or tap here to enter text. |  Yes[ ]  | No[ ]  | Click or tap here to enter text. | Click or tap here to enter text. |

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

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| Click or tap here to enter text. |
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| Click or tap here to enter text. |

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application and its supporting document is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Peycor Inc. to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full responses to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment intended does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of Peycor Inc. serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, to file a state security questionnaire and State loyalty oath, and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only and would be ineligible for benefits including paid time off. If employed on a regular, benefits eligible basis, I understand that I would be required to make mandatory contributions to the Peycor Inc. Retirement System or to an optional retirement program, if applicable. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first 90 Days of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_

**WORK EXPERIENCE**-Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume.'

**PLEASE NOTE**: Peycor Inc. reserves the right to contact all current and former employers for reference information.

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| Dates Employed (most recent)From: Click or tap here to enter text. To: Click or tap here to enter text.  |  [ ] Full time [ ] Part-timeIf part-time, # hrs./wk:Click or tap here to enter text. | Title:Click or tap here to enter text. |
| Starting Salary:Click or tap here to enter text. | Organization Name and Address:Click or tap here to enter text. |  |
| Final Salary:Click or tap here to enter text. |
| Supervisor's Name, Title and Phone Number:Click or tap here to enter text. | Other Reference Name, Title and Phone:Click or tap here to enter text. | Contact my current references:[ ] At any time[ ] Only if I am a finalist candidate |
| Primary duties:Click or tap here to enter text. |  | Reason for Leaving:Click or tap here to enter text. |
| Dates Employed From:Click or tap here to enter text.To:Click or tap here to enter text. |  [ ] Full time [ ] Part-timeIf part-time, # hrs./wk: Click or tap here to enter text. | Title:Click or tap here to enter text. |
| Starting Salary:Click or tap here to enter text. | Organization Name and Address:Click or tap here to enter text. |  |
| Final Salary:Click or tap here to enter text. |
| Supervisor's Name, Title and Phone Number:Click or tap here to enter text. | Other Reference Name, Title and Phone:Click or tap here to enter text. | Contact my current references:  [ ]  At any time  [ ]  Only if I am a finalist candidate |
| Primary duties:Click or tap here to enter text. | Reason for Leaving:Click or tap here to enter text. |