



Employment Application

Applicants will receive consideration for all positions without regard to race, color, creed, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status. Sex or age is a bona fide occupational qualification in some positions.

Date of Application: _____ Social Security Number: _____

Position sought: _____ Available start date: _____

Last name: _____ First name: _____ Middle/maiden: _____

Address: _____ City: _____ State & Zip: _____

Driver license number: _____ State: _____ Expiration: _____

Residency: Have you lived outside of North Carolina in the last six years? Yes No

Do you have a valid NPI/Medicaid Provider number? Yes No

Have you completed the LIP packet for Alliance Behavioral Health? Yes No

EDUCATION

Circle the highest grade completed: 8 9 10 11 12 GED College: 1 2 3 4 5 Grad School: 1 2 3 4

Beginning with high school, list chronologically all schools, GED program, and/or colleges, you have attended.

School name & address	Dates attended (m/y)	S/Q hrs.*	Maj/Min	Degree

* You need to list Semester/Quarter hours **only** if you did not receive a degree.

List any special training programs, workshops, and seminars completed in the last five years:

List any membership in professional, honorary, or technical societies:



For Office Use Only

Date of hire:

LICENSES AND CERTIFICATIONS

Current professional status:

Registration:	State:	No:
Registration:	State:	No:
Registration:	State:	No:

SKILLS

Check all that apply:

- Chauffeur's license (number: _____ state: ____)
- Car for use at work
- Foreign language(s) (specify: _____)
- Specialized software (specify: _____)
- Shorthand/speedwriting (WPM: ____)
- Other (specify: _____)
- Braille
- Sign language
- Adding machine
- Word processing
- Typing (WPM: ____)

EMPLOYMENT HISTORY

Fill out **COMPLETELY**, providing information about your previous employment for the past ten years. Use additional pages, as needed. Begin with your current or most recent job and proceed in reverse chronological order.

Employers listed below may be contacted for further information. Indicate those whom Core Essentials should NOT contact.

Employer: _____ Reason: _____

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Employer: _____ Date from (m/y): _____ to (m/y): _____

Address: _____ City: _____ State: ____ Phone: _____

Job title: _____ Supervisor: _____

Major duties: _____

Reason for leaving: _____



Since the age of 18 years old, have you ever been convicted, plead no contest, taken and plea agreement, or other pre-trial agreement of an offense against the law other than a minor traffic violation? yes no

If yes, explain:

Have you ever been discharged or asked to resign from a position? yes no If yes, explain:

Since the age of 18 years old, have you ever been criminally convicted of child abuse? yes no

(Employees or volunteers who have such a criminal conviction are not permitted any contact with children.)



APPLICANT STATEMENT

I certify that I have given true, accurate and complete information on this application for employment. 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. 123-30, 14-122.1)

I understand that filing an application does not imply that I will be interviewed or hired, but only provides consideration for vacancies for which I qualify.

I understand that acceptance of an offer of employment does not create a contractual obligation upon Core Essentials to continue to employ me in the future.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Core Essentials is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the authorized executive of this organization.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this period should inquire as to whether or not applications are being accepted at that time.

Signature of applicant (unsigned applications will not be processed)

Date