

## Lenoir County SPCA, Inc. Application for Employment

The Lenoir County SPCA offers equal employment opportunity to all persons without regard to race, color, age, gender, national origin, ancestry, disability, or any other category protected by federal, state, or local law.

### APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

Today's Date _____			
Name _____			
Last	First	Middle	Maiden
Present address _____			
Number	Street	City	State      Zip
Previous address _____		Social Security No. _____ - _____ - _____	
Telephone: Home _____		Cell: _____	
Veteran:    Yes          No		Days available to work: <input type="checkbox"/> <b>No Preference</b>	
Position applied for (1) _____		<input type="checkbox"/> Mon <input type="checkbox"/> Tues	
and salary desired (2) _____		<input type="checkbox"/> Wed <input type="checkbox"/> Thurs	
(Be specific)		<input type="checkbox"/> Fri <input type="checkbox"/> Sat	
<input type="checkbox"/> Sun			
How many hours can you work weekly? _____		Can you work weekends? _____	
Employment desired <input type="checkbox"/> FULL-TIME ONLY <input type="checkbox"/> PART-TIME ONLY <input type="checkbox"/> FULL- OR PART-TIME			
When available to start? _____			
Do you have a valid NC Drivers license? <input type="checkbox"/> Yes <input type="checkbox"/> No			

EDUCATION	NAME OF SCHOOL	GRADUATE (Yes or No)	STUDY
High School			
College			
Bus. or Trade School			

HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN MINOR TRAFFIC VIOLATIONS?     No           Yes

If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**COMPUTER  
SKILLS**

Please list (or circle) any office or graphic design-related software/programs in which you are proficient, such as Microsoft Word, Excel, Quicken, Publisher, PowerPoint, Photoshop, etc:

\_\_\_\_\_

Other computer skills: \_\_\_\_\_

PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE

Lenoir County SPCA, Inc.

Application will not be  
considered unless fully  
completed

APPLICATION FOR EMPLOYMENT

Please list two references other than relatives or previous employers that we can contact if necessary.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone (____) _____	Telephone (____) _____

**Work Experience** Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title:		

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

May we contact your present employer?  Yes  No

Did you complete this application yourself  Yes  No

If not, who did? \_\_\_\_\_

List any organizations for which you have volunteered within the last 5 years \_\_\_\_\_

\_\_\_\_\_

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PLEASE READ CAREFULLY

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**APPLICATION FORM WAIVER**

By submitting my employment application to the Lenoir County SPCA, Inc., I agree that:

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts on this application is cause for dismissal at any time without any previous notice. I hereby give the Lenoir County SPCA permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Lenoir County SPCA from any liability as a result of such contact.

I also understand that (1) the Lenoir County SPCA has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, as part of reviewing an application for employment, the Lenoir County SPCA may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Lenoir County SPCA will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Lenoir County SPCA shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

**Signature of applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

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The Lenoir County SPCA is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with the Lenoir County SPCA depends solely on your qualifications.

**Thank you for your interest in our organization.**

**Completed applications should be mailed to:**

**Lenoir County SPCA**

**P.O. Box 1481**

**Kinston, NC 28503**