

# APPLICATION FOR EMPLOYMENT

## *State of North Carolina*

### INSTRUCTIONS:

To be considered for NC State Government employment, you must answer all questions (unless listed as optional) and complete all sections of this application form

The State of North Carolina employs only US citizens or foreign nationals who can provide proof of identity and work authorization within 3 working days of employment. Males subject to military selective service registration must certify compliance to be eligible for state employment (G.S. 143b-421.1). See availability block.

When completing this application make sure you:

- **Complete the optional section for equal opportunity information.**
- **Apply for one vacancy per application.**
- **If you are a RIF applicant with priority- please check the appropriate box.**
- **Give complete information on your education and work history (“see resume” is not acceptable).**
- **List separately each job held and your duties for each position when you worked for one employer and held more than one position. Use a continuation sheet, PD 107-A, if needed.**
- **As you describe your work history, make sure you highlight your competencies (knowledge, skills, abilities and work behaviors) which demonstrate your qualifications for the position for which you are applying.**
- **Provide only the last four digits of your social security number.**
- **Check for accuracy, sign and date your application.**

Thank you for your interest in North Carolina State Government Employment. North Carolina hires the most qualified people available to serve its citizens. Although everyone who applies cannot be hired, each application will be given consideration based on its competitiveness compared to other applications received.

PD 107 (REV April 2019)

### Equal Opportunity Information

State Government policy prohibits discrimination based on race, sex, color, creed, national origin, age, genetic information or disability. Sex, age or absence of disability is a bona fide occupational qualification in a small number of State jobs. The information requested below will not affect you as an applicant and is not forwarded to the hiring manager. Its sole use will be to see how well our recruitment efforts are reaching all segments of the population. Answering this question is optional.

Ethnicity:

1.  White (Non-Hispanic/Latino)
2.  Black or African American (Non-Hispanic/Latino)
3.  Asian
4.  American Indian or Alaskan Native
5.  Native Hawaiian or Other Pacific Islander
6.  Two or More Races (Non-Hispanic/Latino)
7.  Hispanic/Latino



**Other Licenses and certifications, including Driver License and State, if any (List, giving dates and sources of issuance):**

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.)	Supervisor's e-mail:	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.)	Supervisor's e-mail	Reason for Leaving	May We Contact Employer YES            NO
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.)	Supervisor's e-mail	Reason for Leaving	May We Contact Employer YES            NO
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