



**Regional Consolidated Services
Post Office Box 487
Randleman, NC 27317
336-629-5141**

RCS considers all applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or status as a Vietnam-era or special disabled veteran in accordance with federal laws. RCS complies with applicable state and local laws prohibiting discrimination in employment. We provide reasonable accommodation to individuals with a disability in accordance with applicable laws.

PLEASE PRINT

**P
E
R
S
O
N
A
L

I
N
F
O
R
M
A
T
I
O
N**

Position Applying For →

Last Name First Middle

Mailing address

City State Zip County

- Full time Part time Which do you prefer
 Yes No Do you have relatives who work for RCS

If yes, who: _____

- Yes No Have you ever worked for RCS?

If yes, when: _____

- Yes No Do you have the legal right to work and remain in the United States? *Proof of citizenship or immigration status required if employed.*

- Yes No Can you travel if the job requires it?

- Yes No Do you have a car available to get to work and to use on the job?

- Yes No Are you willing to accept other than traditional working hours or alter your hours if necessary?

- Yes No As of now, have you lived in North Carolina for less than five consecutive (in a row) years?

- Yes No Is there anything that would prevent you from performing in a reasonable and safe manner the activities involved in the position for which you have applied?
 If yes, explain below:
-
-

Date of Application ↓

Social Security Number ↓
 (Last 4 digits)

Home Telephone Number ↓

Best time to contact you ↓

Alternate Phone Number ↓

Date available for work ↓

Have you ever been convicted of a crime? Yes No
 If yes, specify nature of offense _____

When _____

Where _____

Disposition _____

A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

Application must be complete. RCS will not accept a resume in place of information requested on this form. Resumes are accepted as a supplement to the application.

EDUCATION

SCHOOL	NAME AND ADDRESS OF SCHOOL	Course of study	Number of years completed	Did you graduate? Yes or No	Specify diploma, certificate, degree received
High School					
Undergraduate College					
Graduate/ Professional					
Other (specify)					
Other (specify)					

MILITARY SERVICE RECORD: Have you ever served in the U.S. Armed Forces? Yes No

List duties in the Service, including special training, that is relevant to the position for which you have applied.

WORK EXPERIENCE: Start with your **present or last job**. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status. If more space is needed, use a continuation sheet.

Employer/Company	Dates Employed		WORK PERFORMED: Describe fully the work you performed for this employer.
	From	To	
Phone ()			
Address			
	Hourly Pay Rate		
	Starting	Ending	
Job Title			
Supervisor	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for Leaving:			

Employer/Company	Dates Employed		WORK PERFORMED: Describe fully the work you performed for this employer.
	From	To	
Phone ()			
Address	Hourly Pay Rate		
	Starting	Ending	
Job Title			
Supervisor	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Reason for Leaving:

Employer/Company	Dates Employed		WORK PERFORMED: Describe fully the work you performed for this employer.
	From	To	
Phone ()			
Address	Hourly Pay Rate		
	Starting	Ending	
Job Title			
Supervisor	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Reason for Leaving:

Employer/Company	Dates Employed		WORK PERFORMED: Describe fully the work you performed for this employer.
	From	To	
Phone ()			
Address	Hourly Pay Rate		
	Starting	Ending	
Job Title			
Supervisor	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Reason for Leaving:

Comments: Include explanation of any gaps in employment. _____

Skills and Abilities: For example, computer use, computer programs you can operate, typing ability, other office equipment, and other experiences or abilities that you feel especially qualify you for work with our company.

Personal References, excluding relatives. In listing references, list persons who have knowledge of your qualifications for the position(s) for which you are applying, such as former coworkers, teachers, etc. Do not repeat names of supervisors you will list under Work Experience.

NAME	PHONE NUMBER With area code	OCCUPATION and your relationship with this person (friend, coworker, teacher)	BEST TIME TO CALL

Pre-employment statement (read carefully before signing below). I understand and voluntarily agree that:

1. The information I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, termination from RCS employ.
2. Any offer of employment I may receive from RCS is contingent upon my successful completion of the total pre-employment screening process including RCS's receipt of references that it considers satisfactory, and my satisfactory completion of any post-job offer pre-employment physical examination required.
3. I understand that as condition of employment, I may be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if employed, I may be required to submit to an alcohol or drug screening at any time at the discretion of RCS.
4. In processing my application for employment RCS may verify all information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation, personal characteristics, criminal record, and mode of living.
5. I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.
6. In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of RCS and understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the option of either RCS or me. No person, other than the RCS executive director, has the authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to RCS policy. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and the executive director of RCS.

Signature _____

Date _____

