



2586 Riceville Rd., Asheville, NC 28805 Application for Employment

VERNER IS AN EQUAL OPPORTUNITY EMPLOYER

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____

Evening Phone: _____

E-mail Address: (optional) _____

Position Desired: _____ Date of Availability: _____

In which of the following types of employment do you wish to be considered? (Check all that apply) Full-time Part-time On call/substitute Summer/seasonal

How did you hear about this position? _____

Note: You may attach a resume, but all information requested below must be completed.

Educational Background

(Transcripts may be required prior to hire for any vocational, college, or university courses)

High School _____ Diploma/GED received? Yes No

College/University: _____

Location: _____

Course of Study: _____ Degree Earned: _____

College/University: _____

Location: _____

Course of Study: _____ Degree Earned: _____

Other Relevant Coursework: _____

Please indicate if you possess any of the following (check all that apply):

- Early Childhood Credentials
- Early Childhood Certificate
- Infant/Toddler Certificate
- CDA
- Birth to Kindergarten Licensure

All employees are required to provide current **criminal record checks** and fingerprinting information. Have you ever been convicted of a felony or misdemeanor? Yes No If yes, provide details, including dates, below or on an additional piece of paper if more spaced is needed. (The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.)

We are open 7:00 am until 6:00 pm. Are any of these times a problem for you?

Yes No Please list available days/times: _____

If the position for which you are applying requires driving from one location to another, can you provide a current drivers license? Yes No

State _____ Number: _____ Expiration Date: _____

Are you available to work at any of the sites operated by VERNER? Yes No

If no, please specify your limitations. _____

WORK HISTORY: (you may include volunteer experience)

If you are currently employed, may we contact your employer? Yes No

Current or Last Employer: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Supervisor's Name: _____ Phone Number: _____

Position: _____

List Major Duties & Responsibilities: _____

Employed From _____ To _____ Full Time Yes No Salary/Wage _____

Reason for Leaving: _____

Prior Employer: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Supervisor's Name: _____ Phone Number: _____

Position: _____

List Major Duties & Responsibilities: _____

Employed From _____ To _____ Full Time Yes No Salary/Wage _____

Reason for Leaving: _____

Prior Employer: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Supervisor's Name: _____ Phone Number: _____

Position: _____

List Major Duties & Responsibilities: _____

Employed From _____ To _____ Full Time Yes No Salary/Wage _____

Reason for Leaving: _____

REFERENCES: List three references, not including relatives and including at least one current or previous supervisor, who know your ability and work experience. **Please include complete addresses and phone numbers.**

Name/Relationship: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone Number: (include area code) _____

Name/Relationship: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone Number: (include area code) _____

Name/Relationship: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone Number: (include area code) _____

Additional comments or information you would like us to consider: _____

Consent Agreement

I certify that the information provided in this Employment Application is true, correct, and complete. If employed, I understand that any omission, or false or misleading statement on this application or at any other time during the pre-employment process, may result in my dismissal from employment.

I understand that Verner will be inquiring into my employment history and I authorize any former employer, or individual to give VERNER any information they may have regarding me. I release VERNER and any individuals or organizations that provide information about me from any liability as a result of the inquiry into, or the furnishing or receiving of, this information concerning my employment or personal history.

I understand that if I am offered employment with VERNER, neither this application, nor my acceptance or performance of that employment, nor any other policy or procedure, creates a contractual obligation upon VERNER to continue to employ me for any specific period of time. Rather, my employment with VERNER is “at will,” and both VERNER and I are free to end the employment relationship at any time for any reason or no reason.

I further understand that any employment offer with VERNER is contingent upon my successful completion of a drug-screening test. A “successful” completion means that I have tested negative for illegal drug use.

The Immigration and Control Act of 1986 makes it illegal for employers to knowingly hire any unauthorized or illegal alien. Therefore, employers must verify the employment eligibility of all applicants hired. Applicants selected for hire must be United States citizens or must show an employer documentation to establish that they are a legal permanent resident alien or an alien authorized to be employed in the United States. This documentation is required on the date of hire.

Are you legally authorized to work in the United States?

Yes No

By submitting this application on-line, you agree with this consent agreement. You may be required to sign your application if you are interviewed for a position.

Applicant Signature: _____ Date: _____