



## 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: \_\_\_\_\_