RANDOLPH COUNTY GOVERNMENT

Randolph County Human Resources :: 725 McDowell Road, Asheboro, North Carolina 27205 :: Phone (336)318-6600 :: Fax (336)636-7586 :: Website www.RandolphCountyNC.gov Email jobs@RandolphCountyNC.gov

Thank you for your interest in Randolph County Government.

We are an Equal Opportunity Employer and an E-Verify Employer

PLEASE READ AND FOLLOW CAREFULLY

Keep this Information Page for Your Records. **Do not return with your completed application.**

Incomplete applications will not be considered. Applications that are received unsigned, undated, incomplete, illegible, with postage due or after the closing date will be eliminated from consideration.

We strive to notify every applicant as to the status of his/her application once interviewing has been completed. In order to do this, you must provide your email address. Bear in mind, this notification may take up to a month after the last day we accept applications for the vacancy.

- Applications are accepted for current Randolph County vacancies only. You may apply for up to three current vacancies with one application.
- If you apply for any future vacancies, a separate application will be required.
- Please type or print application information.
- Resumes and cover letters may be submitted with the completed application as supplemental information.
- Due to State of North Carolina guidelines, you ***must submit your college transcript*** for all positions requiring a college degree in Social Services or the Health Department.
- If additional space is needed, attach separate pages and date and sign those pages.
- A completed Randolph County Employment Application must be RECEIVED along with transcripts (if applicable) in the Human Resources Office by 5:00 pm on the closing date to be considered for a current vacancy.
- Randolph County Government is a drug-free workplace. All persons offered employment must complete a negative drug screen before being employed.
- Randolph County Government mandates that all applicants agree to a criminal background check prior to employment. All persons offered employment must complete a background screen before being employed.
- You must provide proof of eligibility for employment in the United States of America.
- As you consider making an application for employment with Randolph County Government, please note that ***the following is public record in North Carolina with respect to each county employee***: Name, Age, Date of original employment or appointment to county service, Terms of any contract by which the employee is employed, Current position, Title, Current salary, The office/department to which the employee is currently assigned, Date and amount of each increase or decrease in salary with that county, Date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with that county, Date and general description of the reasons for each promotion with that county, Date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the county. If the disciplinary action was a dismissal, a copy of the written notice of the final decision of the county setting forth the specific acts or omissions that are the basis of the dismissal.

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Application for Employment

Position(s) Applied For (no more than 3 open positions per application)

1. _____ 2. _____ 3. _____

First Name	MI	Last Name	Email	
Address			City	State
Zip Code		County	Home Phone	Cell Phone

EDUCATION

Education:
Circle highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4

Detail below your education as indicated above. Under "S/Q Hours", list hours completed and if they were Semester (S) or Quarter (Q).

Schools	Name & Location	Dates Attended From: To: (Mo/Yr)	Grad?	Sem or Qtr Hours Compl	Major and/or Minor	Type Degree Received
High School			Yes ☐ No ☐			
Community/ Tech College			Yes ☐ No ☐			
College/ University			Yes ☐ No ☐			
Graduate/ Professional			Yes ☐ No ☐			
Other Education, Vocational school, Internship etc.			Yes ☐ No ☐			

SKILLS / SPECIAL TRAINING / LICENSES

List licenses, certifications, registrations, special courses, office or special skills such as foreign language fluencies, computer skills, typing (wpm), sign language, etc. and/or memberships in professional, honorary or technical societies:

GENERAL INFORMATION

Are you a current or former employee of Randolph County Government? ☐ Yes ☐ No
If yes, indicate department and employment dates _____

Are you related by blood or marriage to any person currently employed by Randolph County? ☐ Yes ☐ No
If yes, indicate name, dept., and relationship _____

Have you ever worked or been educated under another name? If yes, please list _____ ☐ Yes ☐ No

Do you have a valid driver's license? If yes, indicate state and number _____ ☐ Yes ☐ No

Have you ever been convicted of any unlawful offenses, other than a minor traffic violation? **If yes, explain in detail on separate sheet of paper.** NOTE: A conviction record will not necessarily exclude you from employment. Factors such as age at the time of offense, rehabilitation efforts, how recent the offense was, nature of the crime and the type of job for which you are applying will be considered. ☐ Yes ☐ No

Please indicate your referral source _____(e.g. employee, ESC, JobLink, newspaper, website, walk-in)

EMPLOYMENT HISTORY - List work (and volunteer) experiences. Incomplete information will result in the disqualification of your application. DO NOT REFER TO RESUME.

Current or Last Employer:		Address:	
Job Title:		Supervisor Name:	Telephone Number:
Date Employed (mo./yr)	Ending Salary $ per	Reason for leaving May we contact employer? Yes ☐ No ☐	
Date Separated mo./yr.)	Duties:		
Full time ☐ / Part Time ☐			
If part time, number of hours worked per week:			
Employer:		Address:	
Job Title:		Supervisor Name:	Telephone Number:
Date Employed (mo./yr)	Ending Salary $ per	Reason for leaving	
Date Separated mo./yr.)	Duties:		
Full time ☐ / Part Time ☐			
If part time, number of hours worked per week:			
Employer:		Address:	
Job Title:		Supervisor Name:	Telephone Number:
Date Employed (mo./yr)	Ending Salary $ per	Reason for leaving	
Date Separated mo./yr.)	Duties:		
Full time ☐ / Part Time ☐			
If part time, number of hours worked per week:			
Employer:		Address:	
Job Title:		Supervisor Name:	Telephone Number:
Date Employed (mo./yr)	Ending Salary $ per	Reason for leaving	
Date Separated mo./yr.)	Duties:		
Full time ☐ / Part Time ☐			
If part time, number of hours worked per week:			
Employer:		Address:	
Job Title:		Supervisor Name:	Telephone Number:
Date Employed (mo./yr)	Ending Salary $ per	Reason for leaving	
Date Separated mo./yr.)	Duties:		
Full time ☐ / Part Time ☐			
If part time, number of hours worked per week:			

EMPLOYMENT HISTORY CONTINUE - List work (and volunteer) experiences. Incomplete information will result in the disqualification of your application. DO NOT REFER TO RESUME.

Employer:		Address:	
Job Title:		Supervisor Name:	Telephone Number:
Date Employed (mo./yr)	Ending Salary $ per	Reason for leaving	
Date Separated mo./yr.)	Duties:		
Full time ☐	Part Time ☐		
If part time, number of hours worked per week:			
Employer:		Address:	
Job Title:		Supervisor Name:	Telephone Number:
Date Employed (mo./yr)	Ending Salary $ per	Reason for leaving	
Date Separated mo./yr.)	Duties:		
Full time ☐	Part Time ☐		
If part time, number of hours worked per week:			
Employer:		Address:	
Job Title:		Supervisor Name:	Telephone Number:
Date Employed (mo./yr)	Ending Salary $ per	Reason for leaving	
Date Separated mo./yr.)	Duties:		
Full time ☐	Part Time ☐		
If part time, number of hours worked per week:			

AFFIDAVIT

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission will disqualify me from consideration. Dismissal of employment shall be mandatory if fraudulent disclosures are given to meet position qualifications.

I understand that pre-employment screens are a condition of my employment. A background check of my driving, criminal, or other records will be conducted before employment. I will also be required to successfully pass a drug screen examination. By signing below, I consent to both a pre-employment drug and criminal background screen. I also consent to post-employment drug screens per Randolph County Government Policy.

I understand that as a condition of my employment, I will be required to furnish documentation verifying my identity and eligibility to work in the United States.

I authorize my current and previous employers listed on my application to provide Randolph County Government with any job-related information requested. I waive any right to legal claims against a disclosing person, employer, or institution and the prospective employer seeking and using this information for hiring purposes. Notwithstanding any provisions of federal or state law, I also waive any right I may have to review confidential material/information received by Randolph County from a person, employer, or institution.

I certify that if I am a male between the ages of 18 and 26, I am aware of and in compliance with all applicable registration requirements of the Military Selective Service Act. (NC GS 143B-421.1)

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause and with or without notice.

I have read, understand and by my signature, consent to these standards. If applying electronically, I understand that my email address serves as my signature of consent to all information submitted within this application.

_____ _____ _____

Full Name (Please Print) Signature Date

Submit Application