

**DURHAM COUNTY ABC BOARD
2634 DURHAM CHAPEL HILL BLVD.
SUITE #10, DURHAM, NC 27707
(919) 419-6217
(919) 489-0933 FAX**

THE EMPLOYMENT PROCESS

1. **APPLICATION FILE:** APPLICANTS MUST HAVE A COMPLETE APPLICATION FILE BEFORE BEING CONSIDERED FOR AN INTERVIEW. A COMPLETE FILE CONSISTS OF THE FOLLOWING ITEMS:
 - **Application for Employment, resume is optional**
 - **A minimum of two (2) references**
2. **REFERENCES:** Obtain references from persons who have firsthand knowledge of your qualifications. It is the responsibility of the applicant to have his/her two (2) reference forms returned to the Administrative Office.
3. **SELECTION:** When it is determined that there is a vacant position, qualified applicants are invited for interviews.
4. **EMPLOYMENT NOTIFICATION:** ONLY the General Manager or his/her designee is authorized to grant notification of employment. When the selected applicant is notified the terms of employment, starting date and all pertinent information will be explained. All forms, such as withholding, should be filled out prior to employment.
5. **APPLICATION UPDATE:** Applications are kept on active file for one year of their receipt. They are maintained in an inactive file during the second year and are re-activated upon written request only.

SPECIAL NOTE

Please do not call or visit our office to check the status of an application. As stated above, persons selected for interviews will be contacted when there is a vacancy.

EMPLOYMENT HISTORY

Beginning with present or most recent job, list all full-time and part-time employment record

Name of Firm _____ Your Job Title _____

Address _____

Supervisor _____ Telephone _____

Employed from ____ to ____ Beginning Salary _____ Ending Salary _____

Duties _____

Reason for leaving _____ May we contact this employer? _____

Name of Firm _____ Your Job Title _____

Address _____

Supervisor _____ Telephone _____

Employed from ____ to ____ Beginning Salary _____ Ending Salary _____

Duties _____

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Address _____

Supervisor _____ Telephone _____

Employed from ____ to ____ Beginning Salary _____ Ending Salary _____

Duties _____

Reason for leaving _____ May we contact this employer? _____

Name of Firm _____ Your Job Title _____

Address _____

Supervisor _____ Telephone _____

Employed from ____ to ____ Beginning Salary _____ Ending Salary _____

Duties _____

Reason for leaving _____ May we contact this employer? _____

(ADDITIONAL) EMPLOYMENT HISTORY

Name of Firm _____ Your Job Title _____
Address _____
Supervisor _____ Telephone _____
Employed from ____ to ____ Beginning Salary _____ Ending Salary _____
Duties _____

Reason for leaving _____ May we contact this employer? _____

Name of Firm _____ Your Job Title _____
Address _____
Supervisor _____ Telephone _____
Employed from ____ to ____ Beginning Salary _____ Ending Salary _____
Duties _____

Reason for leaving _____ May we contact this employer? _____

Name of Firm _____ Your Job Title _____
Address _____
Supervisor _____ Telephone _____
Employed from ____ to ____ Beginning Salary _____ Ending Salary _____
Duties _____

Reason for leaving _____ May we contact this employer? _____

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Duties _____

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Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, activities, accomplishments, special qualifications, etc. (You may exclude all information indicative of age, race, religion, color, national origin and handicap)

AGREEMENT (Please read the following statements carefully)

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge; and agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal, if discovered at a later date.

I authorize persons, current employers (if applicable), and previous employers and organizations named in this application/resume (if any) to provide the Durham County ABC Board with any relevant information that may be required to arrive at an employment decision. I further authorize the Durham County ABC Board, its agents or appropriate law enforcement agencies to conduct an investigation of federal and/or state criminal and civil records. I understand that I must submit to a drug and substance abuse screening before any offer of employment is made.

Signature

Date

SKILLS

Graduate or Professional School	Semester Hrs.	Type of Degree/Major

List specific courses, workshops, training or rotations you have had that are related to the position for which you are applying.

Check the following skills, experiences, etc., which you have:

- | | | |
|---|--|--|
| <input type="checkbox"/> Driver's License | <input type="checkbox"/> Disbursements | <input type="checkbox"/> Tax Preparation |
| <input type="checkbox"/> Car for use at work | <input type="checkbox"/> Purchasing | <input type="checkbox"/> Accounting |
| <input type="checkbox"/> Typing | <input type="checkbox"/> Bank Teller | <input type="checkbox"/> Payroll |
| <input type="checkbox"/> Adding Machine | <input type="checkbox"/> Bookkeeper | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Foreign Language (specify) _____ | <input type="checkbox"/> Cashier |
| <input type="checkbox"/> Sign Language | <input type="checkbox"/> Computer Hardware (specify) _____ | <input type="checkbox"/> Statistical Analysis |
| <input type="checkbox"/> Braille | <input type="checkbox"/> Computer Software (specify) _____ | <input type="checkbox"/> Budget Prep/Maintenance |
| <input type="checkbox"/> Work Planning/Coordination | <input type="checkbox"/> Employee Performance Evaluation | <input type="checkbox"/> Contract Negotiations |
| <input type="checkbox"/> Employee Selection/Dismissal | <input type="checkbox"/> Staff Training | <input type="checkbox"/> Report Preparations |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> Oral Presentation | <input type="checkbox"/> Financial Reporting |
| <input type="checkbox"/> Work Assignment | | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Employee Counseling/Coaching | | |
| <input type="checkbox"/> Building/Construction | | |

Indicate the type (i.e. professional, technical, clerical, service, etc.), and number of employees you have supervised. _____

List memberships in employment related professional or technical societies. _____

Do you now work for the Durham County ABC System? _____ Yes _____ No

Have you worked under any other name? _____ Yes _____ No

(Required for verifying education, work records and references)

If yes, please indicate _____

REFERENCES

Name	Years Known	Organization/Position	Home/Business Address/Phone
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I attest under penalty of perjury, that I am legally authorized to work in the United States.

_____ Applicant's Signature	_____ Date	_____ Business Phone
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REFERENCE FORM

TO _____ **DATE** _____
(Person providing reference)

(Applicant's name) _____ has applied for employment as a _____ with the Durham County ABC Board. Please give your most candid appraisal/opinion of this applicant's performance while in your employ. The reference information you share with us will be kept confidential.

We appreciate your cooperation!

Did you supervise the applicant's work? ___ Yes ___ No

Dates of employment: From _____ To _____
(m/d/y) (m/d/y)

Job Title _____

Duties _____

If you did not supervise the applicant's work, what was your relationship to the applicant? _____

How would you rate his/her work? _____

Why did he/she leave? _____

What were his/her strong points? _____

In what areas did he/she need improvements? _____

Would you reemploy him/her? _____


Did he/she have trouble with: Attendance Dependability Personal Problems
 Attitude Getting along with others

Did you wish to provide any other information? _____

Signature _____

Your Title _____

Company _____

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