



BLUE RIDGE OPPORTUNITY COMMISSION, INC.

BROC-Wilkes
710 Beech Street
North Wilkesboro, NC 28659
Phone (336) 667-7174

BROC-Ashe
PO Box 455
Warrensville, NC 28693
Phone (336) 384-4543

BROC-Alleghany
1747 Hwy. 21 North
Sparta, NC 28675
Phone (336) 372-7284

Application for Employment

Date of Application

BROC is an Equal Employment Opportunity Employer

BROC policy prohibits discrimination based on race, sex, color, religion, national origin, age or disability.

Last Name	First Name	Middle Name	Social Security Number	
Address (Street Number & Name)		City	State	Zip Code
County	Phone (Home/or where you can be reached)	Business Phone		

AVAILABILITY

Are you related by birth/marriage/adoption to any person now working for BROC or a member of the BROC Board?
 Yes No (If yes, give name, relationship to you and location employed). _____

Check the types of work you will accept:

- | | | |
|--|---|--|
| <input type="checkbox"/> Regular, Full-time | <input type="checkbox"/> Regular, Part-time | <input type="checkbox"/> Temporary, Full-time |
| <input type="checkbox"/> Temporary, Part-time | <input type="checkbox"/> Any of the Preceding | <input type="checkbox"/> Work Involving Travel |
| <input type="checkbox"/> Shift or Split Shift Work | | |

If you are not available for work now, enter the earliest date you could begin work. (Month/Day/Year) _____

JOBS APPLIED FOR

Enter below the specific title(s) of job(s) for which you are applying. Please list no more than three on this application.

(1) _____ (2) _____ (3) _____

REFERRAL SOURCE

Please indicate your referral source: _____

Were you referred by the Employment Security Commission or JobLink office? Yes No

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
 Under S/Q Hrs., list the hours of credit received and if they were semester (S) or quarter (Q) hours.

Schools	Name and Location	Dates Attended (mo/yr)		Grad?		S/Q Hrs.	Maj/Min Course Work	Type of Degree Received
		From:	To:	Yes	No			
High School				<input type="checkbox"/>	<input type="checkbox"/>			
College(s) University(ies)				<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>			
Graduate or Professional				<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>			
Other educational, vocational schools, internships, etc.				<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>			

Special training programs and seminars you have completed in the last five years (List):

If the job(s) applied for calls for specific courses, indicate those courses taken and credits received:

Current professional status: (List fields of work for which you have been registered/licensed)

Registration/License: _____ State: _____ Number: _____

Registration/License: _____ State: _____ Number: _____

Certifications: (List, giving dates and sources of issuance)

Membership in professional, honorary, or technical societies: (List)

DO NOT COMPLETE THIS BLOCK

DEGREES AND PROFESSIONAL CREDENTIALS
 Have been verified
 Will be verified within 90 days
 Person Responsible _____

Have you ever been Bonded: Yes No If yes, with which Employer? _____

SKILLS: CHECK the following skills, experiences, etc. which you have.

- | | | |
|---|---|--|
| <input type="checkbox"/> Car for use at work | <input type="checkbox"/> Sign language | <input type="checkbox"/> Legal transcription |
| <input type="checkbox"/> Driver's license _____
Number State | <input type="checkbox"/> What languages do you read, speak,
write fluently _____ | <input type="checkbox"/> Carpentry |
| <input type="checkbox"/> CDL _____
Number State | <input type="checkbox"/> Computer/Word Processing Skills | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> CDL-School Bus _____
Number State | <input type="checkbox"/> Adding machine/calculator | |
| | <input type="checkbox"/> Typing (specify WPM) _____ | |
| | <input type="checkbox"/> Shorthand/speedwriting
(specify WPM) _____ | |

Have you ever been convicted of an offense against the law other than a minor traffic violation? (A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.) Yes No (If yes, explain fully on an additional sheet)

WORK HISTORY (Use additional sheets if necessary)

Employer			Address:		
Job Title			Supervisor's name:	Telephone Number	Number Supervised by you:
Date Employed (mo/yr)	Starting Salary \$ per	Ending or Current Salary \$ per	Reason for Leaving		May we contact Employer <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Separated (mo/yr)			List major duties in order of their importance in the job:		
Full Time	Years	Months			
If part time, number of hours worked per week:					

Employer			Address:		
Job Title			Supervisor's name:	Telephone Number	Number Supervised by you:
Date Employed (mo/yr)	Starting Salary \$ per	Ending or Current Salary \$ per	Reason for Leaving		May we contact Employer <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Separated (mo/yr)			List major duties in order of their importance in the job:		
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Date Separated (mo/yr)			List major duties in order of their importance in the job:		
Full Time	Years	Months			
If part time, number of hours worked per week:					

VOLUNTEER EXPERIENCE (Use additional sheets if necessary)

AGENCY OR ORGANIZATION	TYPE OF WORK, DUTIES OR EVENTS

PERSONAL REFERENCES

NAME	RELATIONSHIP	PHONE

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed, and (or) criminal action. I further understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications.

 Signature of Applicant
 (Unsigned applications will not be processed)

 Date

FOR EMPLOYER'S USE ONLY

R E F E R E N C E C H E C K	Employer	Person Contacted	Results
	1		
	2		
	3		
	4		

I N T E R V I E W R E S U L T S	Interviewer Name and Comments