



110 Regent Drive  
Winston-Salem, NC 27103

**Application for Employment**  
Equal Opportunity Employer

This employer considers applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability, genetic information, or any other legally protected status.

Date of Application: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

<b>Last Name</b>	<b>First</b>	<b>Middle</b>	<b>Social Security #</b> / /	
<b>Street Address</b>		<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Home Phone ( )</b>		<b>Cell Phone ( )</b>		
<b>Email</b>				

Have you ever been employed by ClarkPowell before? Yes  No  If yes, give dates: \_\_\_\_\_

Have you previously applied for employment here? Yes  No  If yes, give dates: \_\_\_\_\_

Are you legally eligible for employment in the U.S.? Yes  No  If under 18, can you provide a worker's permit? Yes  No

Do you know of any reason why you cannot perform the essential functions of the job for which you are applying with or without reasonable accommodations? Yes  No  If yes, explain: \_\_\_\_\_

Please describe any accommodation required: \_\_\_\_\_

Can you meet the attendance requirements of this position? Yes  No  Can you work overtime if necessary? Yes  No

Are you willing to travel if the job requires it? Yes  No  Are you willing to relocate if this job requires it? Yes  No

Have you ever been convicted of any crime? Yes  No  If yes, give date, place, and nature of offense: \_\_\_\_\_

Have you ever been convicted of any traffic offense? Yes  No  If yes, please give date, place and nature of offense: \_\_\_\_\_

*An affirmative answer to the previous 2 questions will not automatically disqualify you from being considered as a candidate for employment.*

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**Employment History:** Starting with your most recent job, list your last three (3) employers. All sections must be completed in their entirety.

Dates	Name and Address of Employer	Position Held and Supervisor
From: _____/_____ mo. yr. To: _____/_____ mo. yr.	Name: _____ Address: _____ City & State _____	Position: _____ Supervisor: _____ Supervisor Email Address: _____
Salary or Wages	Summarize the nature of the work performed	Supervisor Phone Numbers Office: _____ Cell: _____
Starting:		Reason for leaving
Final:		
Dates	Name and Address of Employer	Position Held and Supervisor
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Salary or Wages	Summarize the nature of the work performed	Supervisor Phone Numbers Office: _____ Cell: _____
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**Military Service:** Have you ever served in the Armed Forces? Yes  No  Branch: \_\_\_\_\_  
 Years served: \_\_\_\_\_ List your primary Military Occupational Specialty: \_\_\_\_\_  
 List duties in service, including special training that is relevant to the position for which you have applied: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Educational Background - Begin with High School**

School	Address	Years Completed	Degree/Diploma	Major/Field of Study

**Professional References:** Provide contact information for three (3) business/work references who are not related to you and are not previous supervisors.

Name	Company Name	Position	Phone Numbers	Years Acquainted
			Office: Cell:	
Email		Address		
Name	Company Name	Position	Phone Numbers	Years Acquainted
			Office: Cell:	
Email		Address		
Name	Company Name	Position	Phone Numbers	Years Acquainted
			Office: Cell:	
Email		Address		



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- Any misrepresentation or falsification of information by me on this application will be sufficient cause for cancellation of this application and/or separation from ClarkPowell's service if discovered after I have been employed. ClarkPowell uses E-Verify to confirm eligibility for employment.
- I give ClarkPowell the right to investigate all references and to secure additional information about me, if job-related. **I specifically authorize ClarkPowell to conduct a criminal record and driving (motor vehicle) background check on me.** I hereby release from liability ClarkPowell and its representatives from seeking such information and all other persons and corporations for furnishing such information.
- ClarkPowell is an Equal Opportunity Employer. ClarkPowell does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.
- This application is valid for only 30 days. At the conclusion of this time, if I have not heard from ClarkPowell and still wish to be considered for employment, it will be necessary to fill out a new application.
- I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of ClarkPowell has the authority to make any assurances to the contrary.
- I understand that a pre-employment drug screen is a condition of employment and give my permission to release the results of these tests to ClarkPowell, or any other person who has a lawful right to need to be informed of such result, and I release any such designated institution or person from any liability whatsoever arising from the release of the information.
- I affirm that the information provided on this application (and resume, if provided) is true and complete.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only. Do not write in the space below.

Date Employed	Start Date	Position	Hourly Pay Rate	Salary Pay Rate

Signature of Supervisor \_\_\_\_\_ Date: \_\_\_\_\_