

# Asheville ABC Board

## Application for Employment

If mailing application, our address is: 1 Cherry St. N, Asheville, NC 28801

**NOTE: Applicants are subject to a pre-employment drug screen and background check.**

Position Applied For: \_\_\_\_\_

Are you at least 21 years of age? Yes  No

Name: (First) \_\_\_\_\_ (M.I) \_\_\_\_\_ (Last) \_\_\_\_\_

Address: \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

If you lived at the above address less than 1 year; list previous address below

\_\_\_\_\_

Phone number where you can be contacted: \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you ever been employed by the Asheville ABC Board or another ABC Board, or an establishment which served alcohol? Yes  No

If yes, please explain: \_\_\_\_\_

Are you eligible to work in the United States? (Proof of Citizenship or Immigration status is required upon employment) Yes  No

Specify days you are available to work: \_\_\_\_\_

Specify times (hours) you are available for work (Please be specific):

\_\_\_\_\_

Have you ever been convicted of a misdemeanor or a felony other than a minor traffic violation? Yes  No  If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

If yes, please explain: \_\_\_\_\_

**Employment Experience** (List in consecutive order, beginning with present or most recent employment.)

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Hourly Rate/Salary (Starting and Final) \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Can we contact the employer? \_\_\_\_\_

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Hourly Rate/Salary (Starting and Final) \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Can we contact the employer? \_\_\_\_\_

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Hourly Rate/Salary (Starting and Final) \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Can we contact the employer? \_\_\_\_\_

**OTHER INFORMATION**

Have you ever been dismissed or forced to resign for cause from a prior job?

Yes  No  If yes please explain: \_\_\_\_\_

\_\_\_\_\_

Special Skills and Qualifications \_\_\_\_\_

Education: Please select the highest level of education you have completed:

High School (or equivalency)  College  Advanced Degree  Other:

\_\_\_\_\_

Diploma/Degree: Yes  No  Type of degree (s): \_\_\_\_\_

\_\_\_\_\_

Name of Education or Institution: \_\_\_\_\_ Year Graduated \_\_\_\_\_

Describe specialized Training, Apprenticeship or Skills: \_\_\_\_\_

\_\_\_\_\_

Honors received: \_\_\_\_\_

**REFERENCES**

Give name, address and telephone number of minimum three (3) references who are not related to you and are not previous employers:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Please fill out the application in the greatest detail possible

“I certify that all the information submitted by me on this application is true and complete and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the Board’s Personnel Policy. I understand the provisions of the Personnel Policy is not a contract of employment, and that I do not have a specific or defined term of employment or an expectation of continued or future employment.”

- The Asheville ABC Board is an equal opportunity employer.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

-----Do Not Write Below This Line-----

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**To be filled out by employer only**

Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hired: Yes  No

Position: \_\_\_\_\_

Salary: \_\_\_\_\_ Date Reporting to Work: \_\_\_\_\_