

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: _____ (City) _____ (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-----

To be filled out by employer only

Interviewed By: _____ Date: _____

Remarks: _____

Hired: Yes No

Position: _____

Salary: _____ Date Reporting to Work: _____



1 Cherry St North

Asheville, NC 28801

Phone: 828-251-6192 Fax: 828-210-1437

www.ashevilleabc.com

CONSENT TO BACKGROUND AND REFERENCE CHECK

I hereby consent and allow the Asheville Board of Alcoholic Control through its designee the authority to obtain and verify the information provided on my application for employment. This includes my personal background, local criminal record search, character, professional standing, work history and qualifications.

Print name: _____ Date: _____

Social Security Number: ____ - ____ - ____ Date of Birth: ____ - ____ - ____

Driver's License: # _____ State of Issuance: _____

Position Applied for: _____

Signed: _____ Date: _____