

APPLICATION FOR EMPLOYMENT

215 Craven St, New Bern, NC 28560
Phone: 252 638 4261 | Fax: 252 638 4397



PERSONAL INFORMATION

First Name _____ Last Name _____ Middle Initial _____

Street Address _____ City _____ State _____ Zip _____

Phone # _____ Email Address _____

Are you 16 years or older? _____ Rate of Pay Desired _____

AVAILABILITY

Check One: Full Time _____ Part Time _____ Temporary/Seasonal _____

Please indicate times you would be available to work each day:

MON _____ TUES _____ WED _____ THUR _____ FRI _____ SAT _____ SUN _____

Is there anything that would potentially keep you from getting to work on time? _____

When are you available to start work? _____

SKILLS

Explain any knowledge or experience in hardware, garden, and/or retail: _____

List skills, training, or qualifications you have that you feel would benefit your employment: _____

List your personality strengths: _____

How would you describe your ideal work environment? _____

What do you see yourself doing in one year? _____

How would you rate yourself? 1 = Need Improvement 2 = Good 3 = Excellent

Energy Level _____

Stress Control _____

Adaptable _____

Personal Pride _____

Reliability _____

Attention to Detail _____

Team Player _____

Hospitable _____

Communication Skills _____

Years Attended	Did you graduate?	Name and Location

EDUCATION

High School

College / University

Trade / Technical

WORK EXPERIENCE – you may skip this section if attaching a resume

Company _____ Location _____ Phone # _____

Dates Employed _____ Wage _____ Job Title _____

Describe work performed: _____

Company _____ Location _____ Phone # _____

Dates Employed _____ Wage _____ Job Title _____

Describe work performed: _____

Company _____ Location _____ Phone # _____

Dates Employed _____ Wage _____ Job Title _____

Describe work performed: _____

REFERENCES

List the information of two persons, not related to you, whom you have known for at least one year:

Name _____

Phone # _____

Relationship _____

Employer _____

Years known _____

I understand that incorrect or misleading information on this application may result in termination of employment.
All fields required before submission.

Signature _____ Date _____