

LIFE ENRICHMENT CENTER OF CLEVELAND COUNTY, INC.
110 Life Enrichment Blvd., Shelby, NC 28150 704-484-0405
222 Kings Mountain Blvd., Kings Mountain, NC 28086 704-739-4858

APPLICATION FOR EMPLOYMENT (*Confidential*)

Current Information:

Application Date: _____

Name _____
Last
First
Middle

Position(s) applied for _____

This application is for: Full-Time Part-Time PRN (*Circle all that apply*)

Date available for work _____

Present Mailing Address _____

Telephone: Home _____ Business _____ If none, where can
you be reached by phone? _____ Are you over 18 years of age? Yes ___ No ___

Education (*Give your complete educational history below*):

Circle highest school year completed: 1 2 3 4 5 6 7 8 9 10 11 12

High School: Name _____ Location _____

Education Beyond High School	Name & Location	Circle Number Years Completed	Credit Hours	Degree or Diploma	Major Subject
College or University		1 2 3 4			

Please include any additional courses, workshops, or seminars that relate to the position(s) you are applying for: (Include skills with equipment, machines you operate, special computer knowledge, laboratory techniques, typing and wpm., etc.): _____

Are you enrolled in school now? _____ Where? _____

Course of Study _____ Expected completion date _____

Fields of work for which you are licensed, registered, or certified: _____

General Information:

Are you currently employed?_____ If yes, may we inquire of your employer regarding your experience and qualifications?_____

Have you ever been convicted of any offense (other than minor traffic violations under \$100)? A conviction will not necessarily disqualify you from employment. _____

Employment Record (List your present or most recent employer first):

A. Title of present or last position_____ Starting salary_____ Last salary_____
Date employed_____ Date separated_____ Full-time_____ Part-time_____
Employer_____
Name and title of supervisor_____
Address_____ Telephone#_____
Duties_____
Reason for leaving_____

B. Title of next to last position_____ Starting salary_____ Last salary_____
Date employed_____ Date separated_____ Full-time_____ Part-time_____
Employer_____
Name and title of supervisor_____
Address_____ Telephone#_____
Duties_____
Reason for leaving_____

C. Title of next position_____ Starting salary_____ Last salary_____
Date employed_____ Date separated_____ Full-time_____ Part-time_____
Employer_____
Name and title of supervisor_____
Address_____ Telephone#_____
Duties_____
Reason for leaving_____

Have you ever been dismissed or forced to resign from any employment? Yes____ No____ If yes, please explain._____

Please read carefully before signing:

The Life Enrichment Center of Cleveland County, Inc. is an Equal Opportunity Employer. It is our policy to abide by all Federal and State laws prohibiting employment discrimination solely on the basis of a person's race, color, national origin, religion, age, sex, or disability.

I hereby certify that all statements of this application are true and complete to the best of my knowledge and belief. Misrepresentations, omissions of facts, or incomplete information requested in the application may remove me from further consideration for employment. If employed, I understand that misrepresentations, omissions of facts, or incomplete information requested in this application may be considered cause for termination.

I hereby authorize any previous employer, school, personal reference, and any federal, state or local criminal justice agency to release all information requested by the Life Enrichment Center concerning my academic abilities, job performance, attendance, etc., unless otherwise indicated. I also agree that if hired I authorize annual background checks.

Signature_____ Date_____