



a partner in the
Smart Start network™

APPLICATION for EMPLOYMENT

Children & Youth Partnership for Dare County, Inc. is an equal opportunity employer and considers all applications without regard to race, color, religion, sex, national origin, age, marital, or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

Name _____
Last First Middle Initial

Mailing Address _____
Street City State Zip Code

Phone: Home _____ Cell _____ Email _____

Are you lawfully eligible to work in the US? YES _____ NO _____ Date available for work: _____
(Proof of citizenship or immigration status will be required upon employment.)

Job applying for with this application _____

Please attach a COVER LETTER and RESUME along with THIS COMPLETED APPLICATION. In your resume, please provide details about your:

- Education, including name(s) and address(s) of school/college(s) and date(s) attended, degree(s) obtained and date(s) received, major course(s) of study and other applicable training. Please attach relevant certificates and transcripts.
- Employment, including complete full- and part-time record. Please start with present or most recent employer, and account for all periods of time, including times not employed or in school. Please include name and address of each employer, dates employed, name, and title of supervisor, your job title, weekly or monthly rate of pay, brief description of work responsibilities, and reason for leaving.
- Other applicable volunteer work or service to the community.
- References, including names, addresses and phone numbers of at least three professional contacts.
- Please list any fields of work for which you have been registered, certified, or licensed, including field(s), source(s) of issuance, date(s), and number(s), if applicable.

Do you have a valid driver's license? YES _____ NO _____ State _____ Number _____

Can you travel if job requires it? YES _____ NO _____

Have you ever been convicted of a felony or other offense against the law other than a minor traffic violation? YES _____NO _____ If yes, please explain; this will not necessarily exclude your consideration.

I certify that the information contained in this application is correct to the best of my knowledge and I authorize an investigation of my references, previous employment records, and all statements contained in this Application for Employment, including my attached Resume, as may be necessary in arriving at an employment decision.

I further agree to a criminal background check and sex offender index check.

I understand that if I am hired the rules and regulations of this employer and any personnel procedures do not constitute a contract of employment.

Signature of Applicant

Date

Please return completed, signed application to:

**Children & Youth Partnership for Dare County
534 Ananias Dare Street
Manteo NC 27954**

Email: cypobx@darekids.org