

# Carolina Building and Management LLC

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Salary Desired: \$ \_\_\_\_\_

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

Have you ever worked for our Company before? ☐ Yes ☐ No

Do you have reliable transportation to get to work? ☐ Yes ☐ No

Are you legally eligible for employment in the United States? ☐ Yes ☐ No

Are you 16 years of age or older? ☐ Yes ☐ No

Have you ever been discharged or forced to resign from a job? ☐ Yes ☐ No

If yes, please explain. \_\_\_\_\_

Have you received any disciplinary action from your employer over the last 12 months? ☐ Yes ☐ No

If yes, please explain. \_\_\_\_\_

Were you given a performance evaluation within the last 12 months? ☐ Yes ☐ No

If yes, please provide your overall score. \_\_\_\_\_

List the names of any relatives, friends or acquaintances currently employed by our Company or its affiliates.

List any limitations on the hours you are available to work. \_\_\_\_\_

Have you signed any non-compete or non-solicitation agreement(s) with any other employer that might restrict you from working for our Company? ☐ Yes ☐ No

Have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, explain. \_\_\_\_\_

### Education

Name, City, State of Educational Institution	Graduated? (Yes or No)	If No, Degree Credits Earned	Type of Degree Received/Expected	Major
High School:				
College/University:				
Technical/GED:				
Licenses/Certification:				

## Employment History

Please begin with the most recent or current employer.

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES ☐ NO ☐

.....

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES ☐ NO ☐

.....

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES ☐ NO ☐

Please explain any gaps in employment.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_  
If other than honorable, explain: \_\_\_\_\_

## Professional References

Please supply three professional (not personal) references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_

.....

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_

.....

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_

## Disclaimer and Signature

*I hereby certify that all information provided by me on this application, or any other documents completed in connection with my employment is true and complete. I agree and understand that any falsification, omission or misrepresentation of information, regardless of time of discovery, may cause forfeiture on my part of any employment with this Company. If employed by this Company and in consideration of my employment, I agree to abide by the rules and regulations of this Company and agree that my employment and compensation can be terminated at will, with or without cause, with or without notice, at any time, either at my option or at the option of this Company. I authorize the investigation of all information provided in this application. I also authorize this Company to contact my employers, references and educational institutions. I authorize all parties to provide information without limitations pertaining to my character, work history, background and qualifications. I further waive any rights to privacy attached hereto and release all parties and persons from any and all liability for any damages that may result from furnishing such information to this Company, as well as from the use or disclosure of such information by this Company or any of its agents, associates, representatives or franchisor. I understand that all employment is contingent upon successful drug and/or alcohol screening and criminal background checks. Failure to keep my appointment for the drug/alcohol screening will result in withdrawal of a job offer. As a condition of my employment, I agree to arbitrate any and all disputes with the company pursuant to an arbitration agreement to be presented to me by this Company. I further understand that any and all information learned about this Company as a result of my employment is considered proprietary and cannot be shared at any time with anyone outside of this Company.*

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

**THIS COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER. ALL APPLICANTS SHALL BE AFFORDED  
EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, RELIGION,  
POLITICAL AFFILIATION, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS, GENDER OR AGE.**