

Date of Application:

____/____/____

APPLICATION FOR EMPLOYMENT

Yadkin Valley Telephone - The Data Center, Inc.

P.O. Box 368 Yadkinville, NC 27055

PLEASE PRINT IN INK AND COMPLETE ALL INFORMATION. PLEASE DO NOT REFERENCE RESUME. IF, DUE TO A DISABILITY, YOU REQUIRE ACCOMMODATION IN ORDER TO COMPLETE THIS APPLICATION, PLEASE LET US KNOW YOUR NEEDS....

An Equal Opportunity Employer

Name (Last, First, Middle)			
Position(s) applied for		Are you willing to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Weekends <input type="checkbox"/> Evenings <input type="checkbox"/> Nights	
Street Address		City	State Zip
Social Security #	Home Phone () -		Date available to work
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		If you are under 18, can you furnish a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have relatives (by blood or marriage) who work here or at Yadkin Valley Telephone? <input type="checkbox"/> Yes <input type="checkbox"/> No Who?		Have you been convicted of a felony in the last seven years? <input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT HISTORY (List below last three employers, starting with the most recent one first)

Present or Last Position		Company	From (Mo/Yr)	To (Mo/Yr)
Street Address		City	State	Zip
Duties and Responsibilities		Reason for leaving, or why are you considering leaving?		
Starting Wage/Salary	Final Wage/Salary	Do/did you receive a Bonus?	Commissions?	May we contact your supervisor?
Name of Immediate Supervisor		Title of Immediate Supervisor		Phone Number of Supervisor
Previous Position		Company	From (Mo/Yr)	To (Mo/Yr)
Street Address		City	State	Zip
Duties and Responsibilities		Reason for Leaving		
Starting Wage/Salary	Final Wage/Salary	Did you receive a Bonus?	Commissions?	
Name of Immediate Supervisor		Title of Immediate Supervisor		Phone Number of Supervisor
Previous Position		Company	From (Mo/Yr)	To (Mo/Yr)
Street Address		City	State	Zip
Duties and Responsibilities		Reason for Leaving		
Starting Wage/Salary	Final Wage/Salary	Did you receive a Bonus?	Commissions?	
Name of Immediate Supervisor		Title of Immediate Supervisor		Phone Number of Supervisor

EDUCATION INFORMATION

High School	City	State	Graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Subjects Studied	
College	City	State	Degree	Major	GPA
College	City	State	Degree	Major	GPA
Technical School	City	State	Degree	Major	GPA
Other	City	State	Degree	Major	GPA

GENERAL

Summarize special skills and qualifications acquired from employment and/or other experiences which qualify you for work with our Company.

If applying for an office position, what business machines and/or equipment can you operate? (PC's, copiers, etc.)

References (list)	
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In what computer software programs are you **proficient**? Name the program(s).

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND SIGN BELOW INDICATING YOUR AGREEMENT

- **I understand this application is active for 90 days only and must be updated to receive consideration beyond this time period.**
I understand that in accepting this application, *Yadkin Valley Telephone-The Data Center, Inc.* is in no way obligated to provide me with employment, and I am not obligated to accept employment if offered. If employed, I agree to conform to the policies and procedures of the Company. Further, if employed, I understand I will be employed at-will and my employment can be terminated with or without cause or notice at any time. Likewise, if employed, I will be free to resign my position at any time with or without cause or notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.
- I certify the facts contained in this application are true and complete to the best of my knowledge. I understand any falsified statements or information on this application or omission of fact on either this application or during the pre-employment process will result in my application being rejected, or, if I am hired, in my employment being terminated.
- I understand any offer of employment is conditioned on the completion of a post-offer, pre-employment drug screen and physical examination to determine if I can perform the physical requirements of the job. I agree to sign all necessary consent forms.
- I give *Yadkin Valley Telephone-The Data Center, Inc.* the right to investigate all references and to secure additional job-related information about me from other sources. I hereby release from liability *Yadkin Valley Telephone-The Data Center, Inc.* and its representatives for seeking such information. Further, I authorize all former employers and their representatives to furnish such information to *Yadkin Valley Telephone-The Data Center, Inc.* and hereby release them from any liability in doing so.

Date	Signature
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FOR HUMAN RESOURCES USE ONLY

Interview date _____ Interviewer _____
 Comments _____

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 Comments _____

