

INSTRUCTIONS TO APPLICANT

Thank you for your interest in CenterPoint Human Services. We want to find the most qualified people available to serve our citizens. Although everyone who applies cannot be hired, your application, if completed properly will be given every consideration.

It is very important that you read the following instructions and information before attempting to complete the Application for Employment.

1. Please complete online, print, and sign.
2. Give complete information on your education and work history. "See resume" is not acceptable. It is permissible to attach letters of recommendation, resumes and related materials to the application.
3. List separately each position held and your duties for each when you worked for one employer and held more than one position. If a position was part-time, the number of hours per week must be entered as accurately as possible.
4. In the Educational History section, please show major and type of degrees received. **IF A DEGREE IS REQUIRED FOR THE POSITION FOR WHICH YOU ARE APPLYING, YOU MUST SUBMIT A COPY OF A TRANSCRIPT FROM THE COLLEGE OR UNIVERSITY ATTENDED. IF AN EMPLOYMENT OFFER IS EXTENDED, OFFICIAL TRANSCRIPTS MUST BE PROVIDED PRIOR TO BEGINNING WORK.**
5. Check your application to be certain that it is complete and accurate. Sign and initial in the spaces requested. Incomplete applications will not be considered.

This Center is committed to a drug-free environment in which to provide services to those of our communities who are in need and to protect employees and the public by insuring that employees are fit to perform their assigned duties. An applicant shall be denied employment with CenterPoint Human Services if his/her drug test is positive. All employees will be subject to a criminal records check.



APPLICATION FOR EMPLOYMENT

Please read carefully. Provide all information requested and complete by printing in black ink or typing.

Last Name		First Name			Middle
Street Address		City	County	State	Zip
Date of Application		Home Phone Number		Work Phone Number	
Email Address		Position 1 Applied For		Position 2 Applied For	
		Position 3 Applied For			

How were you referred to us? (check only one)

By School	Advertisement	Employment Security Comm.	Current Employee (give name)	Walk-in	Resume or Letter	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

An Equal Opportunity Employer

We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran. Bilingual applicants encouraged to apply.

If you are not hired for the position applied for, your completed application form will be maintained in our active files for sixty (60) days from the date of application. You may re-apply after 60 days.

Additional space for applicant comment if desired:

I understand that, as a condition of employment, I may be required to be medically screened, that alcohol and drug screening are part of the CenterPoint Human Services' Alcohol and Drug Free Workplace Program.

Signature _____ **Date** _____

	School Name	Location	Major	Dates Attended	Graduated (Yes/No)	Degree/Cert	Sem Hrs
High School					Yes/No		
Tech/Trade/Jr. College					Yes/No		
College					Yes/No		
College					Yes/No		
Grad School					Yes/No		
Post Grad					Yes/No		
Other					Yes/No		

Outside Activities (Exclude those indicating race, color, religion, sex, national origin, age, handicap or Vietnam-era veteran status.)

Professional memberships, certificates, licenses, etc. (provide copy) _____

Past and present civic or cultural activities- include offices held _____

Principle Hobbies _____

Special Skills

Word Processing or Typing Skills (WPM)	Computer Skills (hardware/software)	Foreign Languages

Please list other skills and/or equipment/experience you have acquired, especially if useful to this agency:

(To be completed by applicants with special training, licenses, or registration, certifications, etc.)

Area of expertise, type of machines/equipment operated, certifying body, state of certificate, etc.	Year Obtained	Number

List foreign languages at the fluent level _____ Useable for professional? Yes/No technical? Yes/No

List other administrative or professional skills, especially if useful in the work at this agency:

Served apprenticeship or internship? Yes/No When served _____ Type _____

(office use only- certificates, licenses, degrees have been verified _____)

Were you previously employed by CenterPoint or any other mental health center? Yes/No

If yes, when? and where? _____

Do you have any relative(s) currently employed here? Yes/No (We have no rule which prohibits relatives from being employed here, but it could have a bearing on assignment.)

If yes, please list names of relative(s) _____

If employed and you are under age 18, can you furnish a work permit? Yes/No

Have you ever been convicted of any crimes other than minor traffic violations? Yes/No (A conviction will not necessarily bar you from employment. A bond is required in some jobs. Background/criminal checks are conducted for all jobs.)

If yes, please explain _____

Are you eligible to work in the United States? Yes/No (Proof is required before employment by completion of Form I-9, Employment Eligibility Verification)

Can you work (check all that apply)

Full Time	Part Time	Temporary	Regular	Temp. Full Time (on call)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If other than full time, please explain:

Can you work different shifts other than typical office hours? Yes/No

Can you work (check all that apply)

Evenings	Early Mornings	Variable Hours	Overtime	Saturdays	Sundays	Holidays
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are you willing to work in either Davie, Forsyth, Rockingham or Stokes County? Yes/No

Do you have a valid N.C. Drivers License? Yes/No License Number _____ Expiration Date _____

Although the leadership of CenterPoint Human Services makes every effort to accommodate individual preferences, the needs it has, as a health care agency, may at times make the following conditions mandatory: Sunday work, holiday work, *overtime work, a rotating schedule, shift work, etc. I understand and accept these conditions of my continuing employment.

Initial _____

*Note: for non-exempt employees, all hours worked over 40 each week are paid at "time-and-a-half."

Employer				Type of Agency (Govt, etc.)		Position Held	
Street Address (number and name)				Supervisor's Name		Supervisor's Phone Number	
City	County	State	Zip	Did Applicant Supervise Others? Yes/No		If Supervised Others, How Many?	
Date Employed (month/year)			Date Separated (month/year)			If Part-Time, How Many Hours per Week?	
Starting Salary		Ending Salary		Reason for Leaving			
List major duties in order of their importance in the job:							

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Branch of service in which actively served for reasons other than training _____

From _____ To _____

Present Military Affiliation Choose One

Highest rank attained _____

Have you met military service registration requirements? **If so, certify by initialing here** _____

Professional/Work References

List two past supervisors and one person who is not related to you who have knowledge of your qualifications for the position for which you are applying:

Name	Title/Relationship	Address (street, city, state, zip)	Phone Number	Occupation

May we contact your present employer? Yes/No

Comment:

Wage or Salary required _____

Date Available _____

I believe that I will be successful in the position for which I am applying because:

If hired, I agree to conform to the policies, rules, regulations, instructions/direction of CenterPoint Human Services. **Initials** _____

I understand that the use of this application does not indicate that there are any positions open at CenterPoint and does not in any way obligate the agency. My employment by the agency does not constitute a guarantee that any position will be continued for any period of time or that any job assignment is permanent.

It is the policy and practice of CenterPoint Human Services to provide equal opportunity to all persons. CenterPoint does not discriminate against its employees or applicants for employment because of race, color, national origin, age, sex, disability, or veteran's status. This policy applies to all aspects of the employment relationship, including but not limited to, recruitment, selection, advancement, compensation, benefits, layoff, recall, transfer and termination. While you are working for CenterPoint, if you have reason to believe you have suffered harassment or discrimination, you must notify your supervisor or the Human Resource Manager immediately. In addition, CenterPoint complies with applicable state and local laws, regulations and ordinances prohibiting employment discrimination in every jurisdiction in which it maintains facilities.

I voluntarily give CenterPoint or its designated agent the right to verify my employment and education records and to conduct criminal and credit checks (for positions which include financially related duties) prior to or during my employment, and agree to cooperate in such verification. I release from all liability or responsibility all persons, companies, or corporations supplying related information. I certify that the statements I have made on this application are true and correct to the best of my knowledge. In addition, I understand that any false statements or omissions made by me on this application or in connection with the above referenced verification may be cause for my termination.

Applicant Signature _____ **Date** _____

Please mail completed application to:

CenterPoint Human Services
Human Resources
4045 University Parkway
Winston-Salem, NC 27106

For questions:
Phone: 336.714.9100
Email: hr@cphs.org