



Application for Employment

Instructions to Applicants

To be considered for employment at NAMI North Carolina, Inc., you must answer all questions and complete ALL sections of this application form.

When completing this application, please make sure you

- Apply for one vacancy per application.
- Give complete information on your education and work history (“see resume” is not acceptable).
- List separately each job held and your duties for each position when you worked for one employer and held more than one position.
- As you describe your work history, make sure you highlight your competencies (knowledge, skills, abilities, and work behaviors) which demonstrate your qualifications for the position for which you are applying.
- Provide only the last four digits of your social security number.
- Check for accuracy, sign and date your application.

APPLICATION FOR EMPLOYMENT			NAMI North Carolina		Date of Application
Last 4 digits of Social Security No.	Last Name	First Name	Middle Name		
Address (Street number and name)			City	County	
State	Zip Code	Phone (Home or where you can be reached)	Business Phone		

Education					
Schools	Name and Location	Dates Attended (mo/yr) From: To:	Grad? <input type="checkbox"/> YES <input type="checkbox"/> NO	Major/Minor Course Work	Type of Degree Received
High School			<input type="checkbox"/> YES <input type="checkbox"/> NO		
College(s) University (s)			<input type="checkbox"/> YES <input type="checkbox"/> NO		
Graduate or Professional			<input type="checkbox"/> YES <input type="checkbox"/> NO		
Other educational, vocational school, internships, etc.			<input type="checkbox"/> YES <input type="checkbox"/> NO		

WORK HISTORY

Please include information for the past three positions held.

Current or Last Employer		Address		
Job Title		Supervisor's Name	Telephone Number	No. Supervised by you
Date Employed (mo/yr)	Starting Annual Salary \$	Ending or Current Annual Salary \$	Reason for Leaving	May We Contact Employer <input type="checkbox"/> YES <input type="checkbox"/> NO
Date Separated (mo/yr)	List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:			
Employer		Address		
Job Title		Supervisor's Name	Telephone Number	No. Supervised by you
Date Employed (mo/yr)	Starting Annual Salary \$	Ending or Current Annual Salary \$	Reason for Leaving	May We Contact Employer <input type="checkbox"/> YES <input type="checkbox"/> NO
Date Separated (mo/yr)	List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:			
Employer		Address		
Job Title		Supervisor's Name	Telephone Number	No. Supervised by you
Date Employed (mo/yr)	Starting Annual Salary \$	Ending or Current Annual Salary \$	Reason for Leaving	May We Contact Employer <input type="checkbox"/> YES <input type="checkbox"/> NO
Date Separated (mo/yr)	List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:			
Signature of Applicant (unsigned applications will not be processed)		Date		