

# Don Lee Center

315 Camp Don Lee Road  
 Arapahoe, NC 28510  
 (252) 249-1106/FAX 888-661-9908  
[www.donleecenter.org](http://www.donleecenter.org)

## Application for Employment

Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Best Time To Call: \_\_\_\_\_ AM  
 PM  
 Please list your home number or a number where you can be reached.

Position Applying For: \_\_\_\_\_

How did you learn about this position? \_\_\_\_\_

<b>Education/Certifications/Skills</b>			
Circle the highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12      GED      College 1 2 3 4			
Name and Location	Dates Attended	Graduate?	Type Degree/Accomplishments
High School		Yes	
		No	
College or University		Yes	
		No	
Other educational, vocational school internships, etc.			
Certifications			
Skills			

Do you have a valid Driver's License? \_\_\_\_\_

Do you have transportation to and from work? \_\_\_\_\_

PLEASE FILL OUT **WORK HISTORY** COMPLETELY — USE ADDITIONAL SHEETS AS NECESSARY

A. Current or Last Employer		Address		
Job Title		Supervisor's Name/Phone Number		
Date Started (MM/YY)	Starting Salary \$            per	Full-time began	Years/Months	Hours Worked
		Part-time began		
Date Separated (MM/YY)	Ending Salary \$            per	Reason For Leaving		
Duties				
B. Employer		Address		
Job Title		Supervisor's Name/Phone Number		
Date Started (MM/YY)	Starting Salary \$            per	Full-time began	Years/Months	Hours Worked
		Part-time began		
Date Separated (MM/YY)	Ending Salary \$            per	Reason For Leaving		
Duties				
C. Employer		Address		
Job Title		Supervisor's Name/Phone Number		
Date Started (MM/YY)	Starting Salary \$            per	Full-time began	Years/Months	Hours Worked
		Part-time began		
Date Separated (MM/YY)	Ending Salary \$            per	Reason For Leaving		
Duties				

Please provide three references not related to you and who have knowledge of your character, experience, ability. We will contact your references as part of the employment process.

1. \_\_\_\_\_  
Name Relationship

\_\_\_\_\_

Mailing Address City State Zip Code

2. \_\_\_\_\_  
Name Relationship

\_\_\_\_\_

Mailing Address City State Zip Code

3. \_\_\_\_\_  
Name Relationship

\_\_\_\_\_

Mailing Address City State Zip Code

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_