

**ALPHA MANAGEMENT SERVICES, INC**  
**2 CONSULTANT PLACE**  
**DURHAM, NC 27707**  
**PHONE (919) 419-0043**  
**FAX (919) 489-4372**  
 Employment Application



**ALL APPLICANTS MAY BE SUBJECT TO DRUG TESTING**

**APPLICANT INFORMATION**

Last Name				First				M.I.	Date		
Street Address							Apartment/Unit #				
City				State				ZIP			
Phone				E-mail Address							
Date Available								Desired Salary (Be specific)			
Position Applied for											
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>						
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?								
Check which applies: Full-Time only <input type="checkbox"/> Part-Time only <input type="checkbox"/> Full or Part-Time <input type="checkbox"/>											
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, explain the number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) occurred, the sentence (s) imposed, and type of rehabilitation. Please feel free to provide your answers on the back of this page and/or attach additional sheets if necessary.											
Have you had any allegations of abuse, neglect, or exploitation? YES <input type="checkbox"/> NO <input type="checkbox"/>											
Have you lived outside of North Carolina in the past five (5) years? YES <input type="checkbox"/> NO <input type="checkbox"/>											

**EDUCATION**

High School				Address							
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
College				Address							
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
Other				Address							
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				

**REFERENCES***Please list three professional references.*

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

**PREVIOUS EMPLOYMENT**

Please list your work experience for the past five years beginning with your most recent job held.

If you were self-employed, provide the company/firm name. **You may attach additional sheets if necessary.**

Company	Phone		
Address	Supervisor		
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company	Phone		
Address	Supervisor		
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company	Phone		
Address	Supervisor		
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

<b>MILITARY SERVICE</b>	
Branch	From                      To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

Did you complete this application yourself? YES  NO   
 If not, list the name of the person or representative that did?

<b>APPLICATION FORM WAIVER</b> PLEASE READ CAREFULLY	
<p>In exchange for the consideration of my employment application by Alpha Management Services, Inc. (hereinafter called "the Company"), I agree that:</p> <p>Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the Company, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President/General Manager of the Company. Both the undersigned and the Company may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.</p> <p>I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.</p> <p>I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy.</p> <p>I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency and investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.</p>	
Signature	Date

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.



**All persons applying for positions with Alpha Management Services, Inc must complete the following:**

In a brief paragraph, tell us a little about yourself and why you are interested in the position you are applying for:


Applicant Signature: \_\_\_\_\_



## **CONSUMER NOTIFICATION – CONSUMER REPORTS**

You are hereby notified that a consumer report or an investigative consumer report may be obtained from a consumer reporting agency, other agencies, or directly by this employer for the purpose of evaluating you for employment (including contract services), promotion, reassignment or retention as an employee.

The report may contain information bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, mode of living from public, private record sources, or through personal interviews with your neighbors, friends, associates, or educational facility.

Please note that if you have lived outside of North Carolina within the previous 5 years there are additional background steps in the hiring process. Applicants are required to complete a Criminal Records Check Identifying Form and obtain Fingerprints. The Identifying Form and Fingerprints are required and used for an SBI Background check. There is a \$38.00 fee included in this process required before your first day of work unless otherwise specified.

I understand and acknowledge the above information was relayed to me.

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Signature

Date



## CONSUMER REPORTS RELEASE

In connection with my application for employment (including contract for services), I understand that a consumer report or investigative consumer report which may contain public record information may be requested or made on me including consumer credit, criminal records, driving record, education, prior employer verification, workers compensation claims and others. These reports will include experience along with reasons for termination of past employment. Further, I understand that you will be requesting information from various Federal, State, Local governments and other agencies which contain my past activities.

I hereby authorize without reservation, any party or agency contacted by this employ to furnish the above mentioned information.

I have the right to make a request of the Consumer Reporting Agency, upon proper identification and the payment of any authorized fees, the information in its files pertaining to me at the time of my request.

I further authorize ongoing procurement of the above mentioned reports at any time during my employment (or contract).

Printed Name: \_\_\_\_\_

Street Address \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Years at current residence: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Previous Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_

State Issued: \_\_\_\_\_

For Identification purposes only:

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

Month \_\_\_\_\_

Date \_\_\_\_\_

Year \_\_\_\_\_

Race: \_\_\_\_\_

Gender \_\_\_\_\_

Alias or former names: \_\_\_\_\_

Professional \_\_\_\_\_

Licensures \_\_\_\_\_

State: \_\_\_\_\_

Type: \_\_\_\_\_

Number: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_