



Wake County Alcoholic Beverage Control Employment Application

1212 Wicker Drive | Raleigh, NC 27604 | 919.832.2726 | WakeABC.com

PLEASE READ BEFORE BEGINNING - Fill out all sections completely and to the best of your ability. All questions are considered important for employment and no other use is intended for the information you submit. Once submitted, all application materials become property of the Wake County ABC. This application is designed to protect individual rights and privacy all while ensuring equal employment opportunity.

SECTION A – PERSONAL INFORMATION

Last Name: First Name: Middle Name:

Address:

City / State / Zip:

Mailing Address (if different than above):

City / State / Zip:

Home Phone: Mobile Phone:

Email Address:

Are you legally authorized to work in the US? Yes No Are you at least 18 years of age? Yes No

Driver's License Number: State: Do you have a CDL? Yes No

SECTION B – EMPLOYMENT INFORMATION

Position applied for: Store staff Warehouse staff Office staff Other:

Are you seeking? Full Time Part Time Temporary/Seasonal Anything available

Have you ever been employed with Wake County ABC before? Yes No

Have you ever applied with Wake County ABC before? Yes No

Are you related in any way to any person currently employed with Wake County ABC? Yes No

If yes to the question above, please give their name and relationship:

If offered a position, when would you be available to start?

SECTION C – EDUCATION INFORMATION

Highest level of education completed? High School GED College Graduate School

| Education | Name & Location | Did you graduate? | Type of Degree/Major |
|-----------------------|-----------------|---|----------------------|
| High School | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Vocational/Technical | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| College/University | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Graduate/Professional | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

SECTION D – EMPLOYMENT HISTORY INFORMATION

Answer the questions for each period of employment. Include any military service. Begin with your present or latest employment and use additional sheets in the same format if necessary. Be sure to account for gaps in your employment history. "See attached resume" is not acceptable.

May we contact anyone listed below? Yes No Maybe (explain):

Employer or Company Name:

Address:

City / State / Zip:

Supervisor's Name: Supervisor's Title:

Supervisor's Phone: Supervisor's Email:

Employed From: To:

Brief description of job responsibilities:

Brief description of reason for leaving:

Employer or Company Name:

Address:

City / State / Zip:

Supervisor's Name: Supervisor's Title:

Supervisor's Phone: Supervisor's Email:

Employed From: To:

Brief description of job responsibilities:

Brief description of reason for leaving:

Employer or Company Name:

Address:

City / State / Zip:

Supervisor's Name: Supervisor's Title:

Supervisor's Phone: Supervisor's Email:

Employed From: To:

Brief description of job responsibilities:

Brief description of reason for leaving:

SECTION E – REFERENCE INFORMATION

In listing references, submit persons who are not related to you and who have knowledge of your qualifications for the position of which you are applying. Examples would be former supervisors, co-workers, teachers, etc. Do not include supervisors listed already within Section D – Employment History.

Name: Phone:
Email Address: Relationship:

Name: Phone:
Email Address: Relationship:

Name: Phone:
Email Address: Relationship:

SECTION F – AUTHORIZATION

- I certify that, to the best of my knowledge, the statements and information listed are true and complete.
- I understand that misrepresented, falsified, or omitted information may disqualify me for employment consideration or result in dismissal from employment with Wake County ABC.
- I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with Wake ABC is of an “at will” employment. It is further understood that this “at will” employment relationship may not be changed by any written document unless such change is specifically approved by the Wake County ABC Board.
- I hereby understand that I am required to abide by all rules and regulations of the Wake County ABC.
- I authorize Wake County ABC to collect from me any specimen required for drug screening as pre-employment consideration.
- Wake County ABC may obtain information about me from a consumer reporting agency for employment purposes. Thus, I may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about my character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as my neighbors, friends or associates. These reports may contain information regarding my criminal history, credit history, motor vehicle records (“driving records”), verification of my education or employment history or other background checks. I have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. I have been advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into my employment history conducted by Background Investigation Bureau, LLC, (“BIB”), 9710 Northcross Center Court, Huntersville, NC 28078, (877) 439-3900. I have carefully considered whether to exercise my right to request disclosure of the nature and scope of any investigative consumer report.

Signature: _____

Date: _____