



Application for Employment
Northgate Associates 1058 W. Club Blvd. Suite 200 Durham 27701

Northgate Associates does not discriminate on the basis of race, creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law. This Policy applies to all terms, conditions, and privileges of employment.

Position(s) applied for _____ Date of Application ____/____/____
Full Name _____ Social Security # _____ - _____ - _____
Street Address _____ City _____ State _____ Zip Code _____
Telephone # (____) _____ Other # (____) _____ E-mail Address _____
Date Available to Work ____/____/____ Desired Pay Rate \$ _____ per _____
Type of employment desired [] Full-Time [] Part-Time [] Temporary [] Seasonal How did you hear about us? _____
If you are under 18, and it is required, can you furnish a work permit? [] N/A [] Yes [] No If no, please explain _____
Have you ever been employed by Northgate Associates? [] Yes [] No? If yes, give dates and positions _____
Are you legally eligible for employment in this country? [] Yes [] No Do you have a valid Driver License? [] Yes [] No State _____ # _____
Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account:
Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? [] Yes [] No
If yes, please provide date(s) and details _____

EMPLOYMENT HISTORY (Starting with most recent)

Employer Name _____ Job Title _____ Dates employed _____
Supervisor (most recent position) _____ Telephone # (____) _____ May we contact for reference? [] Yes [] No
Street Address _____ City _____ State _____ Zip Code _____
Compensation Starting/Ending ____/____ [] Hourly [] Salary Why did you leave? _____
Summarize the type of work performed and job responsibilities _____

Employer Name _____ Job Title _____ Dates employed _____
Supervisor (most recent position) _____ Telephone # (____) _____ May we contact for reference? [] Yes [] No Street
Address _____ City _____ State _____ Zip Code _____
Compensation Starting/Ending ____/____ [] Hourly [] Salary Why did you leave? _____
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Employer Name _____ Job Title _____ Dates employed _____
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Street Address _____ City _____ State _____ Zip Code _____
Compensation Starting/Ending ____/____ [] Hourly [] Salary Why did you leave? _____
Summarize the type of work performed and job responsibilities _____

SPECIAL SKILLS

Skill/Training _____ License/Certificate _____
 Word Processing _____ Years _____ E-Mail _____ Years _____ Spreadsheet _____ Years _____
 Internet _____ Years _____ Presentation _____ Years _____ Other _____ Years _____

EDUCATION (*Starting with most recent*)

School Name _____ State _____ GPA _____ Years Completed _____
Major _____ Diploma GED Degree _____ Certification _____ Other _____

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Major _____ Diploma GED Degree _____ Certification _____ Other _____

REFERENCES (*List three business/work references that are not related to you*)

Name/Title _____ / _____ Telephone # (_____) _____ Worked Together at? _____
Name/Title _____ / _____ Telephone # (_____) _____ Worked Together at? _____
Name/Title _____ / _____ Telephone # (_____) _____ Worked Together at? _____

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal or professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with out without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Managing General Partner.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete and I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICATION STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Application Statement.

Signature of Applicant _____ Date _____ / _____ / _____