



Email: hr@twiddy.com

Mail: Attn: Human Resources - PO Box 369 - Corolla, NC 27927-0369

Twiddy & Company is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

Please complete the application in full. We are unable to review incomplete or illegible applications.

This application is only valid for 30 days from the date below.

Date _____

Position Sought _____ Full Time Part Time

Days available: Monday__ Tuesday__ Wednesday__ Thursday__ Friday__ Saturday__ Sunday__

Times each day: Monday__am to __pm Tuesday__am to __pm Wednesday__am to __pm
Thursday__am to __pm Friday__am to __pm Saturday__am to __pm Sunday__am to __pm

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Can you perform the essential functions of the position for which you are applying with or without a reasonable accommodation? Yes__ No__

If no, please explain. If you have a question as to what functions are applicable to the position for which you are applying, please call 252-457-1100 and ask to speak to Human Resources before you answer this question.

If you are applying for a Houskeeper position, please list the name so the other members of your cleaning crew: _____

Do you know any current or past employees? If so, who?

Do you have any friends or relatives who work for Twiddy & Company? ___ Yes ___ No

If yes, who? _____

How did you hear about Twiddy & Company?

PERSONAL:

Name _____

Last

First

Middle

Suffix

Street Address: _____

Mailing Address: _____

(If different than street address)

Phone Number _____ Email: _____

Date Available _____ Salary or Hourly Wage Desired _____

Are you over 18 years old? ___ Yes ___ No

Are you legally eligible for employment in the United States? ___ Yes ___ No

If offered employment, you will be required to provide documentation to verify eligibility.

Have you ever been employed by Twiddy & Company? ___ Yes ___ No

If so, please list the dates of employment and position(s):

EMPLOYMENT: List last employer first, including U.S. Military Service.

May we contact your present employer? ____ Yes ____ No

If any employment was under a different name, indicate name _____

Dates of Employment: From ____ To ____

Mo/Yr Mo/Yr

Employer _____ Address _____

Telephone _____ Email _____

Job Title or Position _____ FT __ PT __ No. of Hrs. ____

Immediate Supervisor & Title _____ Department _____

Summarize the Nature of Work Performed and Job Responsibilities:

Reason for Leaving _____

Dates of Employment: From ____ To ____

Mo/Yr Mo/Yr

Employer _____ Address _____

Telephone _____ EMail _____

Job Title or Position _____ FT __ PT __ No. of Hrs. ____

Immediate Supervisor & Title _____ Department _____

Summarize the Nature of Work Performed and Job Responsibilities:

Reason for Leaving _____

Dates of Employment: From _____ To _____
Mo/Yr Mo/Yr

Employer _____ Address _____

Telephone _____ Email _____

Job Title or Position _____ FT ___ PT ___ No. of Hrs. ___

Immediate Supervisor & Title _____ Department _____

Summarize the Nature of Work Performed and Job Responsibilities:

Reason for Leaving _____

Dates of Employment: From _____ To _____
Mo/Yr Mo/Yr

Employer _____ Address _____

Telephone _____ Email _____

Job Title or Position _____ FT ___ PT ___ No. of Hrs. ___

Immediate Supervisor & Title _____ Department _____

Summarize the Nature of Work Performed and Job Responsibilities:

Reason for Leaving _____

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job? ___ Yes ___ No

If yes, explain:

EDUCATION: Please indicate education or training which you believe qualifies you for the position for which you are applying.

High School: Number of Years Completed: (circle one): 1 2 3 4

Diploma: ___ Yes ___ No

G.E.D.: ___ Yes ___ No

School(s) _____ City/State _____

College and/or Vocational School: Number of Years Completed (circle one): 1 2 3 4

School(s) _____ City/State _____

Major _____ Degrees Earned _____

Other Training or Degrees:

School(s) _____ City/State _____

Course _____ Degree or Certificate Earned _____

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

Computer Skills and Software Proficiencies:(please describe): _____

PROFESSIONAL LICENSE OR MEMBERSHIP:

Type of License(s)Held _____

Other Professional Memberships _____

You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.

Personal References: List the names of three persons not related to you, whom you have known at least five (5) years.

Name	Address, Phone, Email	Relationship	Years Acquainted
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Name	Address, Phone, Email	Relationship	Years Acquainted
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Name	Address, Phone, Email	Relationship	Years Acquainted
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Professional References: List the names of three persons not related to you, whom you have known at least five (5) years.

Name	Address, Phone, Email	Company	Years Acquainted
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Name	Address, Phone, Email	Company	Years Acquainted
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Name	Address, Phone, Email	Company	Years Acquainted
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APPLICANT'S CERTIFICATION AND AGREEMENT

Please read carefully before signing.

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Twiddy & Company to verify their accuracy and to obtain reference information on my work performance. I hereby release Twiddy & Company from any and all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Twiddy & Company to hire me. I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause. I understand that no representative of Twiddy & Company has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Twiddy & Company true and complete information on this application. No requested information has been concealed. I authorize Twiddy & Company to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signature