



APPLICATION FOR EMPLOYMENT

North Carolina Education Lottery

2100 Yonkers Road, Raleigh, NC 27604

The North Carolina Education Lottery is an equal opportunity employer. Applicants are considered for positions without discriminating on the basis of race, color, creed, religion, national origin, gender, age, disability, veteran status, citizenship status or any other characteristic protected by federal, state or local law.

SECTION I – PERSONAL INFORMATION: (Please make sure all answers are complete and accurate.)				
Date of Application	Last 4 digits of Social Security No.	Last Name	First Name	Middle Name
Current Address (Street number and name)			City	County
State	Zip Code	Phone (Where you can be reached)	Business Phone	Email Address
How long have you lived at this address? If less than 10 years, please list previous addresses:				
1.				
2.				
3.				
4.				
MILITARY SERVICE: Were you in the Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No Branch of Service: _____				
Dates of Service: (mm/yy) From ___/___ To ___/___ List duties in Service, including training:				
SECTION II – EMPLOYMENT INFORMATION:				
Position desired:		Position #:	Referral source:	
Shift desired: <input type="checkbox"/> Full-time Day <input type="checkbox"/> Night <input type="checkbox"/> Swing <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends Date available:				
Have you ever been previously employed by the North Carolina Education Lottery? <input type="checkbox"/> No <input type="checkbox"/> Yes Date:				
Do you have any relatives(s) employed by the North Carolina Education Lottery? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes:				
Name:	Relationship:	Work Location:	Division:	
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If hired, can you present proof of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				
US Passport <input type="checkbox"/> Social Security Card <input type="checkbox"/> Permanent Resident Card or Alien Registration Receipt Card (Form I-551) <input type="checkbox"/>				
Driver's License <input type="checkbox"/> Original or certified copy of birth certificate issued by a State <input type="checkbox"/>				
PROFESSIONAL POSITIONS ONLY:				
Please indicate professional memberships, certificates or licenses held (exclude those indicating race, color, religion, sex, national origin, physical or mental disability, labor organization affiliations or other protected characteristics under federal, state or local law). Supplement this information by written attachment if applicable.				
Special Licenses: _____ Issuing State _____ License/Certification #: _____				
Has your professional licenses/certification ever been revoked or suspended? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, state reason(s) date of revocation or suspension and date of reinstatement:				

APPLICATION FOR EMPLOYMENT**North Carolina Education Lottery****Date:** _____

Previous Employer Name:	Address:
Employment Date: (mm/dd/yy) From ___/___/___ To ___/___/___ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor	Salary Information (Required) Start \$_____ Ending \$_____ No. of Employees Supervised?_____
Position(s) Held:	Name and Title of Immediate Supervisor:
Describe your duties:	
May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason for leaving:	
Previous Employer Name:	Address:
Employment Date: (mm/dd/yy) From ___/___/___ To ___/___/___ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor	Salary Information (Required) Start \$_____ Ending \$_____ No. of Employees Supervised?_____
Position(s) Held:	Name and Title of Immediate Supervisor:
Describe your duties:	
May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason for leaving:	

SECTION V – REFERENCES: Please provide the names, addresses and telephone number of three professional references who are not related to you and are familiar with your work:

Name:	Address:	Phone:
Name:	Address:	Phone:
Name:	Address:	Phone:

SECTION VI – ACKNOWLEDGEMENT & SIGNATURE:

I certify that all the information submitted by me on this application is true and complete, and I understand that any false information or omissions will lead to rejection of my application or, if I am employed, discipline up to and including termination at the time such false information or omissions are discovered.

I authorize investigation of all statements contained in this application, authorize the North Carolina Education Lottery to secure information about my background and experience with former employers, education institutions and any relevant agencies, and authorize those parties to provide information to the North Carolina Education Lottery concerning my background and experience. I release the North Carolina Education Lottery, and all parties providing information to the North Carolina Education Lottery about my background and experience, from any liability whatsoever arising therefrom.

My signature below certifies that I understand that if I am extended an offer of employment by the North Carolina Education Lottery, my employment is contingent upon satisfactory completion of the NCEL background investigation, which includes but is not limited to: (1) a Personal History check which includes employment history verification and a financial credit check; (2) a drivers license and motor vehicle record check; and (3) a drug screening, and submission of proof that I have the credentials and/or licenses (if relevant) necessary for the position that I am offered.

I understand that if I am employed, my employment with the North Carolina Education Lottery may be terminated for any reason, with or without cause or notice, and at any time, by me or the North Carolina Education Lottery. Nothing in this application or in any oral or written statement provided to me by the North Carolina Education Lottery will limit these rights to terminate my employment at will and no one will have any authority to change this at-will relationship, unless such a change is in writing, signed by the Executive Director of the North Carolina Education Lottery.

I understand that this application is only valid for the position applied for at present and that the North Carolina Education Lottery is not obligated to retain or consider this application for future openings.

Print Name: _____

Date of Application: _____

Applicant Signature: _____

As part of our hiring background and investigation, we may obtain and use consumer reports to make future employment determinations. These investigative consumer reports may include, but are not limited to, credit information reports, criminal history reports and driving history reports. We may also contact all listed prior employers to verify your employment history. Under the provisions of the Fair Credit Reporting Act (15 USC at 1681-1681u) as amended, before we can seek such reports, we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the pre-employment investigation. You are also entitled to a copy of your Rights Under the Fair Credit Reporting Act.

This application will be retained for records retention purposes only for 2 years. If you wish to be considered for other employment opportunities, you must complete another application.

EQUAL OPPORTUNITY INFORMATION: THE INFORMATION REQUESTED BELOW IS VOLUNTARY.

The North Carolina Education Lottery policy prohibits discrimination based on race, sex, color, creed, national origin, sexual orientation, age or disability. The information requested below will in no way affect you as an applicant. Its sole use will be to see how well our recruitment efforts are reaching all segments of the population.

ETHNIC GROUP

- White (non-Hispanic)
 - Black (non-Hispanic)
 - Hispanic (Mexican, Puerto Rican, Cuban, Central or South American, other Spanish origin regardless of race)
 - Asian (including Pacific Islander)
 - American Indian (including Alaskan native)
-

Date of Birth: (mm/dd/yy) ____/____/____

Gender: Male Female
