



**FDR, INC**  
 2935 Breezewood Ave.  
 Suite 101  
 Fayetteville, NC 28303  
 Phone 910-868-9996  
 Fax 910-323-3683

**We are an Equal Opportunity Employer**  
 All qualified applicants are considered regardless of race, religion, color, age, sex, marital status, nationality, veteran status or non-disqualifying disability.

- 1. **Position applied for** \_\_\_\_\_ **Date:** \_\_\_\_\_
- 2. **Social Security No.** \_\_\_\_\_
- 3. **Date of Birth** \_\_\_\_\_
- 4. **Full Legal Name** \_\_\_\_\_
- 5. **Address** \_\_\_\_\_
- 6. **Phone** Day ( ) - Evening ( ) - Other ( ) -
- 7. **E-Mail Address** \_\_\_\_\_

- 8. **Education** **Highest Grade Completed:** \_\_\_\_\_
- High School:** \_\_\_\_\_ City/State \_\_\_\_\_  
 \_\_\_\_\_ Year Grad \_\_\_\_\_
- College:** \_\_\_\_\_ City/State \_\_\_\_\_  
 Degree(s) \_\_\_\_\_ Year Grad \_\_\_\_\_
- College:** \_\_\_\_\_ City/State \_\_\_\_\_  
 Degree(s) \_\_\_\_\_ Year Grad \_\_\_\_\_

**Certifications:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Proficiencies / Skills**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- 9. **Reference 1** Last \_\_\_\_\_ First \_\_\_\_\_  
 Street \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_  
 Relation \_\_\_\_\_ Phone ( ) - E-Mail \_\_\_\_\_
- 10. **Reference 2** Last \_\_\_\_\_ First \_\_\_\_\_  
 Street \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_  
 Relation \_\_\_\_\_ Phone ( ) - E-Mail \_\_\_\_\_

11. **Work Experience:** List jobs beginning with your present or most recent employer.

Employer: \_\_\_\_\_ Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) - \_\_\_\_\_ E-Mail \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Per Year Ending Salary \_\_\_\_\_ Per Year

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) - \_\_\_\_\_ E-Mail \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Per Year Ending Salary \_\_\_\_\_ Per Year

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) - \_\_\_\_\_ E-Mail \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Per Year Ending Salary \_\_\_\_\_ Per Year

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) - \_\_\_\_\_ E-Mail \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Per Year Ending Salary \_\_\_\_\_ Per Year

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

11. MISCELLANEOUS

- a. Check which shift you will accept:  Day  Evening  Night  Rotating  Weekends Specify shift hours \_\_\_\_\_
- b. Check which job status you will accept:  Full-time  Part-time (specify) \_\_\_\_\_
- c. Check which employment status you will accept:  Salaried (benefits)  Hourly  Full -Time  Part-time
- d. Are you willing to accept employment which requires you to travel?  No  Yes. If yes,  During the day only,  Occasionally overnight,  Frequently overnight.
- e. For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States?  Yes  No. Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be employed.
- f. Are you willing to provide your own transportation if necessary for your employment?  Yes  No.
- j. Have you ever been convicted for any violation(s) of law, including moving traffic violations?  Yes  No If YES, please provide the Description of offense: \_\_\_\_\_  
 Statute or ordinance(if known ): \_\_\_\_\_ Date of Charge: \_\_\_\_\_; Date of Conviction \_\_\_\_\_  
 County, City, State of Conviction: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
 (For additional convictions use plain paper. Include all information listed above.)

12. Where did you hear about FDR, INC? \_\_\_\_\_

13. When will you be available to start work? (No date is necessary if you are available as soon as you give two (2) weeks notice.)

Available Date: \_\_\_\_\_

14. CERTIFICATION

I hereby certify that all entries on both sides and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment in FDR, INC. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent to references and former employers and educational institutions listed being contacted regarding this application. I further authorize FDR, Inc to rely upon and use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated to other agencies, nongovernmental organizations or systems on a need-to-know basis for good cause shown as determined by the agency head or designee.

Date: \_\_\_\_\_

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

**Privacy Act Statement**

We need the information requested in this form and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc. In order to keep your records in order in order, we request your Social Security Number (SSN) under the authority of Public Law 104-134 (April 26, 1996). The law requires that any person doing business with the Federal government furnish an SSN or tax identification number. This is an amendment to title 31 Section 7701. Failure to furnish the requested information may delay or prevent action on your application. We use your SSN to seek information about you from employers, schools, banks, and others who know you. We may use your SSN in studies and computer matching with other Government files. If you do not give us your SSN or any other information requested, we cannot process your application. Also, incomplete addresses and Zip Codes will slow processing. We may confirm information from you records with prospective nonfederal employers concerning tenure of employment, civil service, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals. Information gathered herein will not be used released to the general public or used anything other than processing and verification for employment opportunity.

**FDR IS AN EQUAL OPPORTUNITY EMPLOYER**