



# APPLICATION FOR EMPLOYMENT

Mailing Address:  
901 N. Howe Street  
Southport, NC 28461

(910) 457-7270  
FAX: (910) 457-4682

Job Information Line: (910) 457-7271

Employment Office:  
901 N. Howe Street  
Southport, NC 28461

For Personnel Use Only: Log # \_\_\_\_\_ Interview Date & Time: \_\_\_\_\_ Card Reply: \_\_\_\_\_

File: \_\_\_\_\_ Letter sent: \_\_\_\_\_

## AN EQUAL OPPORTUNITY EMPLOYER

Bald Head Island Limited is an equal opportunity employer and it is our policy to consider qualified applications for employment without regard to race, color, national origin, religious creed, age, sex, pregnancy, marital status, qualified veteran status, qualified physical or mental disability that can be reasonably accommodated, or the possession of the sickle cell or hemoglobin C trait.

### GENERAL INFORMATION:

Please answer each question. If the question does not apply, state N/A. If the space available is insufficient, please attach additional sheets as required. Incomplete applications will not be considered. Please **PRINT CLEARLY IN BLACK INK or TYPE all information.**

List positions applying for with #1 being the most desirable:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Date of Application: \_\_\_\_\_

Last Name

First Name, Middle Name

Maiden Name

Have you ever been employed under another name: Yes No If yes, please indicate the name used and for which employer:

Present Address

City

County

State

Zip

Previous Address

City

County

State

Zip

Telephone Numbers:

Day:

Evening:

May we contact you at work?

If under 18, can you furnish a work permit?

Have you filed an application here before?

If yes, please give date:

Have you ever been employed here before?

If yes, please specify dates:

How did you hear of this opening?  Job Fair  24 hr. Job Information Line

Employee: \_\_\_\_\_

Employment Security Commission  Walk-in  Other \_\_\_\_\_

Wilmington Star News  State Port Pilot  Brunswick Beacon  Myrtle Beach Sun News  Other \_\_\_\_\_

Are you legally eligible to work in the United States?  Yes  No Proof will be required upon hiring and prior to starting work.

Date available for work

Type of employment desired:  Temporary  Seasonal

Full-time  Part-time  Educ. Co-Op/Internship

Will you relocate if position requires it?

Will you travel if job requires it?

Are you on lay-off and subject to recall?

Have you ever been discharged or forced to resign from any job?

Are you related to anyone currently employed by BHIL or its affiliates? If yes, name \_\_\_\_\_.

Relationship: \_\_\_\_\_

Have you ever been convicted of a criminal offense, including DWI?  Yes  No (No need to list minor traffic violations.)

A conviction record will not necessarily be a bar to employment. Factors such as age at the time of the offense, seriousness, nature and number of offenses, and rehabilitation will be taken into account. As with all questions on this application, any information provided in response to this question will be considered only to the extent that it is job-related. If yes, Please explain:

## EMPLOYMENT HISTORY

List your last four (4) employers, assignments, or volunteer activities, starting with the most recent.

**Explain any gaps in employment in comments section.**

Employer	Telephone	<div style="text-align: center;">Dates Employed</div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>From</span> <span>To</span> </div>
Address	Job Title	<div style="text-align: center;">Hourly Rate/Salary</div> <div style="text-align: left; font-size: small;">Starting</div>
Immediate Supervisor/Title	Reason for Leaving	<div style="text-align: center;">Hourly Rate/Salary</div> <div style="text-align: left; font-size: small;">Ending</div>

Summarize the nature of the work performed and job responsibilities:

May we contact for reference?  Yes  No If no, please explain:

Employer	Telephone	<div style="text-align: center;">Dates Employed</div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>From</span> <span>To</span> </div>
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Summarize the nature of the work performed and job responsibilities.

May we contact for reference?  Yes  No If no, please explain:

Employer	Telephone	<div style="text-align: center;">Dates Employed</div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>From</span> <span>To</span> </div>
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Summarize the nature of the work performed and job responsibilities:

May we contact for reference?  Yes  No If no, please explain:

Employer	Telephone	Dates Employed From            To
Address	Job Title	Hourly Rate/Salary Starting
Immediate Supervisor/Title	Reason for Leaving	Hourly Rate/Salary Ending

Summarize the nature of the work performed and job responsibilities.

May we contact for reference?  Yes  No    If no, please explain:

Please comment on any gaps in employment

### EDUCATIONAL BACKGROUND

Name and Location	Credit Hours		Major / Minor Program of Study	Degree/Certificate Acquired
	Sem	Qtr		
<b>High School</b>				
Name				
City/State				
<b>College/University</b>				
Name				
City/State				
<b>Technical School</b>				
Nam				
City/State				

List any experience, skills, or qualifications which you feel should be considered:

List any special qualifications not covered elsewhere (i.e. membership in professional or technical associations, licenses or certificates held or certified membership in any trade or profession:

**PERSONAL REFERENCES**

Please list names, addresses and phone numbers of three (3) Personal References who are not related to you.  
Local references are preferred.

Name	Address	Phone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

I certify that the answers provided on this Application for Employment are accurate and complete to the best of my knowledge. I authorize Bald Head Island Limited or its agent (including a private investigator) to investigate all of the information that I have provided on this application and/or will provide in connection with my application for employment. I authorize any references that I have or will provide to inform Bald Head Island of all information concerning my previous employment or any other pertinent information that they may have, personal or otherwise, and release such references and Bald Head Island from all liability that may result from providing or obtaining such information. I understand that any false or misleading information provided by me on this application or during any interview(s) may result in my not being hired or later discharged with or without prior notice, at any time.

I understand that this Application for Employment does not and is not intended to create an express or implied contract of employment or to guarantee employment for any period of time. I understand that if employed, my employment is "at-will" and both Bald Head Island and I may end my employment with or without reason and with or without prior notice, at any time.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**BALD HEAD ISLAND LIMITED**

**AUTHORIZATION FOR PRE-EMPLOYMENT INQUIRIES,  
INCLUDING CRIMINAL AND DRIVING RECORDS**

I understand and authorize Bald Head Island Limited (“Bald Head Island”) or its agent (including a consumer reporting agency) to request and obtain a consumer report on me bearing on my character, general reputation and personal characteristics, including my driving record and any criminal record. I understand that Bald Head Island or its agent (including a consumer reporting agency) may request and obtain a consumer report on me bearing on my credit worthiness, credit standing and credit capacity and I also authorize Bald Head Island or its agent to request and obtain such a report. Further, I understand that Bald Head Island or its agent (including a consumer reporting agency) will be requesting and obtaining information from various federal and state offices that maintain records relating to my criminal and driving experiences and I authorize them to do so. I understand that information from my consumer report will be used in compliance with all applicable federal and state equal employment opportunity laws.

**I understand that any offer of employment, or if I have started employment my continued employment, is contingent upon the results of my references, background, consumer report, driving record, and criminal record and if such information is not positive, I may not receive an offer of employment or my employment may be terminated with or without notice.**

Applicant’s Full Name: \_\_\_\_\_

Applicant’s Signature: \_\_\_\_\_

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