

Town of Stanley

P.O. Box 279, 114 S. Main Street

Stanley, NC 28164

Telephone (704) 263-4779, Fax (704) 263-9699

EMPLOYMENT APPLICATION

INSTRUCTIONS: Applications must be completed, signed and dated to receive employment consideration. Incomplete applications will not be considered for employment. Your application will be used as part of the examination process and therefore, you should complete it to the best of your abilities and represent your best effort. A resume will not take place of this application, but please feel free to include in addition.

PLEASE TYPE OR PRINT LEGIBLY.

1. PERSONAL DATA

Date of Application: _____ Social Security Number _____ - _____ - _____
Last Name _____ First Name _____ MI _____
Street Address _____
City _____ State _____ Zip _____
Telephone: Home (____) _____ Mobile (____) _____
Are you between the ages of 18-70? _____ If NOT, what is your birth date? _____
Drivers License Number: _____ Issuing State: _____ Date Issued _____
CDL: Yes No Restrictions: _____ Current: Yes No

Citizenship: I certify that I am

a U.S. citizen a non-citizen with permanent work authorization

a non-citizen with renewable work authorization

2. WORK PREFERENCES

In general, what position or type of work are you applying for? _____

Date available to start: _____ Minimum acceptable salary: _____

Seeking: Full-time permanent Part-time permanent Temporary Seasonal

3. EDUCATION

Circle highest level completed:																							
1	2	3	4	5	6	7	8	9	10	11	12	GED			College: 1 2 3 4 5					Graduate School: 1 2 3 4			
School Name & Location												Dates Attended					Degree/Diploma						
												From					To						
High School or GED																							
Technical School																							
College or University																							
Graduate School or Other (please circle)																							
Describe/List specific courses, workshops, specialized training, apprenticeships or rotations you have had that are related to the position for which you are applying:																							

4. SKILLS

Check the following skills, experiences, etc., which you have include specifics in appropriate lines:																			
<input type="checkbox"/> Word Processing _____										<input type="checkbox"/> Short Hand _____									
<input type="checkbox"/> Spreadsheets _____										<input type="checkbox"/> Transcription _____									
<input type="checkbox"/> Desktop Publishing/Graphics _____										<input type="checkbox"/> Data Entry _____									
<input type="checkbox"/> Database Software _____										<input type="checkbox"/> Typing _____ wpm									
<input type="checkbox"/> Computer Software _____										<input type="checkbox"/> Other: _____									
<input type="checkbox"/> Computer Hardware _____										_____									
List field of work for which you have been licensed, registered or certified:																			
License: _____					State: _____					Number: _____					Exp. Date _____				
License: _____					State: _____					Number: _____					Exp. Date _____				
License: _____					State: _____					Number: _____					Exp. Date _____				
List machinery or equipment you operate which may be used in the type employment your are seeking (machine tools, cleaning equipment, construction equipment, vehicles, etc.):																			

Indicate any foreign languages you can speak, read and/or write																			
Language					Speak					Read					Write				

5. EMPLOYMENT HISTORY

List and describe your work experience separately by title. Begin with your present position and work backwards. Attach as many sheets as is necessary to account for your full record. Be sure to account for gaps in your employment history. Related volunteer experience should also be listed.

Current Employer _____ Title _____

Address _____ Starting Salary _____ Ending Salary _____

Telephone _____ Date Employed _____ Date Separated _____

Name and Title of Supervisor _____ Number of employees supervised by you _____

Duties _____

Reason for Leaving _____

Can we contact your current employer? YES NO

Previous Employer _____ Title _____

Address _____ Starting Salary _____ Ending Salary _____

Telephone _____ Date Employed _____ Date Separated _____

Name and Title of Supervisor _____ Number of employees supervised by you _____

Duties: _____

Reason for Leaving _____

Previous Employer _____

Title _____

Address _____

Starting Salary _____

Ending Salary _____

Telephone _____

Date Employed _____

Date Separated _____

Name and Title of Supervisor _____

Number of employees supervised by you _____

Duties and Responsibilities _____

Reason for Leaving _____

Previously Employed By _____

Title _____

Address _____

Starting Salary _____

Ending Salary _____

Telephone _____

Date Employed _____

Date Separated _____

Name and Title of Supervisor _____

Number of employees supervised by you _____

Duties and Responsibilities _____

Reason for Leaving _____

Previous Employer _____

Title _____

Address _____

Starting Salary _____

Ending Salary _____

Telephone _____

Date Employed _____

Date Separated _____

Name and Title of Supervisor _____

Number of employees supervised by you _____

Duties and Responsibilities _____

Reason for Leaving _____

6. GENERAL QUESTIONS

- a. Have you ever been employed with the Town of Stanley? Yes No

If yes, when and what department? _____

- b. Apart from absences for religious observations, will you accept employment requiring occasional night work or weekend work? Yes No

- c. Apart from absences for religious observations, will you accept employment requiring regular night work, weekend work, or rotating shifts? Yes No

Comments: _____

- d. Are you related by blood or marriage to any town employee? Yes No
If yes, give name, relationship and department _____

- e. Indicate any information regarding your training, qualifications, and skills not covered elsewhere on this application _____

- f. How did you learn about employment opportunities with the Town of Stanley? _____

If your answer to any of the following questions is "YES" please write a detailed explanation.

- g. Have you ever been fired from a job? Yes No

- h. Have you ever pled guilty to or been found guilty of any criminal offense or been convicted of any offense other than a minor traffic violation? Yes No

****NOTE:** A conviction record will not necessarily exclude you from employment.

The nature of the offense, when it occurred, and its job-relatedness will be considered.

7. PERSONAL REFERENCES

Please do not list family relatives. We recommend listing persons such as co-workers, teachers, etc., who have knowledge of your qualifications for the position for which you are applying. Do not repeat names of supervisors listed with your employment record unless they can no longer be contacted at those addresses. Include complete addresses and telephone numbers.

a. Name _____ Telephone _____

Address _____

b. Name _____ Telephone _____

Address _____

c. Name _____ Telephone _____

Address _____

Certification and Statement of Understanding

I certify that all of the information furnished in this employment application are true and complete to the best of my knowledge. I understand that the Town of Stanley may investigate the information I have furnished. I authorize any person, firm, or organization to supply any information about me concerning any past employment, military duties, convictions, or personal information to the Town of Stanley. I further release any such person, firm, or organization from any responsibility in disclosing such information, including from all liability for any damage that may result from furnishing such information to the Town.

I authorize the Town to obtain information regarding my record with the Division of Motor Vehicles if the position for which I am applying requires driving. I realize that any misrepresentation or false information included in the application materials or provided in the interview process can lead to the withdrawal of an offer of employment or to termination from employment. The Town of Stanley is a drug-free workplace. Individuals offered employment by the Town of Stanley might be required to successfully complete a pre-employment physical and drug testing. Individuals who refuse to take or who fail the drug test, after being informed, will be removed from employment consideration. The Town of Stanley reserves the right to complete background checks on employees.

By signing below, I acknowledge and accept the terms of this application.

Signature _____ Date _____