

Town of Pinetops
APPLICATION FOR EMPLOYMENT
(Please Print)

BE SURE TO GIVE ACCURATE AND COMPLETE INFORMATION. FAILURE TO DO SO MAY RESULT IN THE REJECTION OF YOUR APPLICATION. IT IS IMPORTANT THAT YOU FILL OUT ALL SECTIONS OF THIS APPLICATION COMPLETELY AND TO THE BEST OF YOUR ABILITY. YOUR APPLICATION WILL BE USED AS A PART OF THE EVALUATION PROCESS AND, THEREFORE, SHOULD REPRESENT YOUR BEST EFFORT. YOU MAY ATTACH A RESUME, BUT THIS APPLICATION MUST BE COMPLETED IN ITS ENTIRETY.

Current Information				
Position applied For _____		Date _____		
When will you be available for employment? _____				
Are you seeking:	Full time	Part time	Summer Work	
NAME _____	Last	First	Middle	
ADDRESS _____	Street & No. or P. O. Box		City	State Zip
TELEPHONE (____) _____	(____) _____	E-mail Address _____		
DRIVER LICENSE NO. _____	STATE _____	SOCIAL SECURITY NO. _____		

General Information				
a. Have you ever been employed with the Town of Pinetops	YES	NO	_____	
b. Are you related by blood or marriage to any Town employee? If yes, give name, and relationship	YES	NO	_____	
c. Have you ever been convicted of a misdemeanor or felony? If yes, please explain	YES	NO	_____	
NOTE: A conviction record will not necessarily exclude you from employment. Factors such as age at time of offense, rehabilitation efforts, how recent the offense was, and nature of the crime will be taken into consideration				
e. Are you willing to work overtime?	YES	NO	Week-ends	YES NO
	Nights	YES NO	Holidays	YES NO

Town of Pinetops Post Office Drawer C Pinetops, NC 27864

Phone # 252-827-4435

EMPLOYMENT

Record your complete work history in the spaces below. Begin with your current or most recent employer first. 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.

A. CURRENT OR MOST RECENT EMPLOYMENT (or explain gap in employment)

Job Title _____ Starting Salary _____ Last Salary _____
Name and title of supervisor _____ No. of employees you supervise _____
Employer or company _____
Address _____
Date Employed ____/____/____ Date Separated ____/____/____ Telephone (____) _____
Main Duties: _____
Full-time Years ____ Months ____ Part-time Years ____ Months ____
Reason for leaving _____
If part-time, number of hours worked per week _____
If currently employed, may we inquire of this employer about your qualifications and character? YES No

B. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)

Job Title _____ Starting Salary _____ Last Salary _____
Name and title of supervisor _____ No. of employees you supervise _____
Employer or company _____
Address _____
Date Employed ____/____/____ Date Separated ____/____/____ Telephone (____) _____
Main Duties: _____
Full-time Years ____ Months ____ Part-time Years ____ Months ____
Reason for leaving _____
If part-time, number of hours worked per week _____

C. NEXT RECENT EMPLOYMENT (or explain gap in employment)

Job Title _____ Starting Salary _____ Last Salary _____
Name and title of supervisor _____ No. of employees you supervise _____
Employer or company _____
Address _____
Date Employed ____/____/____ Date Separated ____/____/____ Telephone (____) _____
Main Duties: _____
Full-time Years ____ Months ____ Part-time Years ____ Months ____
Reason for leaving _____
If part-time, number of hours worked per week _____

REFERENCES

List three (3) persons living in the United States who are **not related to you and who have a definite knowledge** of your ability to perform the job for which you are applying. **DO NOT REPEAT NAMES OF SUPERVISORS**

(1) Name _____ Address _____
Telephone (____) _____

(2) Name _____ Address _____
Telephone (____) _____

(3) Name _____ Address _____
Telephone (____) _____

Pre-Employment Authorization (Read Carefully)

I certify that, to the best of my knowledge and belief. The information given truly represents my background and experience. I understand that if I have knowingly misrepresented or falsified any of the application information I may be disqualified for employment consideration or dismissed from employment with Town Of Pinetops.

I authorize my former employer to give any information regarding my employment. I have authorized them to release my records and discuss my work performance with representatives of the Town of Pinetops who are investigating the response provided herein.

I understand that proof of my eligibility for employment in the United States must be furnished before I begin work with the Town of Pinetops.

I understand that North Carolina state law requires male applicants for employment, 18 to 26, to register for military service. By signing below I certify that I am in compliance with state law.

I understand that my social security number will be kept confidential and used only in accordance with federal, state and local laws.

I understand that a pre-employment drug screening is required.

Signature _____ Date _____

FOR DEPARTMENTAL USE ONLY

APPLICANT INFORMATION FORM

The Town of Pinetops is an Equal Opportunity Affirmative Action Employer. We need this information to comply with reporting requirements of the Equal Employment Opportunity Commission. **This form will be separated from your employment application and will not be used in any way in our selection process or for any personnel action following employment.**

NAME: _____ **DATE:** _____
Last First Middle

SEX: ___ Male ___ Female **YOUR AGE CATEGORY:** ___ 14 or older ___ 18 or older
___ 40 or older ___ 65 or older

ETHNIC CATEGORY

___ White (Not Hispanic) Origins in Europe, North Africa, the Middle East, or the Indian Subcontinent.

___ Black (Not Hispanic) Origins in any of the Black or African-American racial groups.

___ Hispanic Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Cultures or groups, regardless of race.

___ Asian or Pacific Islanders Origins in the Far East, Southeast Asia, or the Pacific Islands.

___ American Indian or Alaskan Native Origins in the original peoples of North America.

We need the following information to help us evaluate the effectiveness of our recruitment program.

HOW DID YOU LEARN OF THIS OPENING (Please check all which apply)

Newspaper (which one?) _____

Professional Magazine or Newsletter (which one?) _____

Employment Security Commission (which city) _____

Radio (which station) _____

TV (which station?) _____

Internet (Which site) _____

Career/Job Fair(specify) _____

Other _____