

100 West F. Street
 P O Box 459
 Erwin, NC 28339

Town of Erwin Employment Application

910-897-5140
 910-897-5543 - Fax

INSTRUCTIONS: Applications must be completed, signed and dated to receive employment consideration. Applications not filled out completely will not be considered for employment. 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 part of the examination process and therefore, should represent your best effort. PLEASE TYPE OR PRINT LEGIBLY.

1. PERSONAL DATA

Today's Date _____		Social Security Number _____	
Last Name _____		First Name _____ MI _____	
Street Address _____			
City _____		State _____ Zip _____	
Telephone -- Day (____) _____		Evening (____) _____	
If no phone where can you be reached? _____		Are you between the ages of 18-70? _____	
		If NOT, what is your birth date? _____	
NC Drivers License License Number: _____		Date Issued _____	
CDL: Yes No Restrictions: _____		Current: Yes No	
Citizenship: I certify that I am <input type="checkbox"/> a U.S. citizen <input type="checkbox"/> a non-citizen with permanent work authorization <input type="checkbox"/> 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 _____
Are you seeking: <input type="checkbox"/> Full-time permanent <input type="checkbox"/> Part-time permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal	

3. EDUCATION

HIGH SCHOOL	OR	GED	COLLEGE - UNIVERSITY	
CIRCLE NO. YEARS COMPLETED 0 1 2 3 4	GRADUATED	RECEIVED GED CERTIFICATE	CIRCLE NO. YEARS COMPLETED 0 1 2 3 4	GRADUATED YES NO
		MAJOR/MINOR	DATES ATTENDED	FROM TO
NAMES OF COLLEGES OR UNIV. ATTENDED UNDERGRADUATE (NAME/CITY/STATE)				

EDUCATION (con't)

GRADUATE (NAME/CITY/STATE)					

BUSINESS, TRADE OR CORRESPONDENCE SCHOOL. NAME AND LOCATION	FROM	TO	SUBJECTS	COMPLETED?	
				YES	NO
TECHNICAL - PROFESSIONAL LICENSE	NUMBER	STATE ISSUED	DATE ISSUED	CURRENT	
				YES	NO

4. 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.

Currently Employed By _____ Job 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 _____

Can we contact your current employer? YES NO

Previously Employed By _____ Job 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 _____

EMPLOYMENT HISTORY (con't)

Reason for Leaving _____

Previously Employed By _____ Job 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 _____ Job 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 _____

5. GENERAL QUESTIONS

- a. Have you ever been employed with the Town of Erwin? 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 equipment you operate which may be used in the type of employment you are seeking (office equipment, copiers, computer, machine tools, vehicles, cleaning equipment, construction equipment, electronic equipment). _____

- f. Indicate any information regarding your training, qualifications, and skills not covered elsewhere on this application (languages, software, special equipment etc). _____

- g. How did you learn about employment opportunities with the Town of Erwin? _____

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

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

- i. 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.