



TOWN OF FARMVILLE EMPLOYMENT APPLICATION

An Equal Opportunity/Affirmative Action Employer: to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.

Completed applications may be mailed to: Town of Farmville - Human Resource Department - P.O. Box 86, Farmville, NC 27828, or hand delivered to the Town Manager/Administration Office 3672 North Main Street, Farmville, NC 27828.

Fill out all sections **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. **Unsigned or incomplete applications will not be considered.** Once submitted, application materials become the property of the Town. An application must be received in Town Hall by 5 pm on the closing date to ensure consideration. The Town does **NOT** accept faxed applications. Photocopied applications must have an original signature and current date. If a position is posted as "may close without notice," **APPLY IMMEDIATELY.**

CURRENT INFORMATION

- (1) POSITION APPLYING FOR: _____ Date: _____
Write specific job – stating "anything" will place application in a position that is vacant
 (Ex: Police Officer vacancy but you are certified as an Electrician)
- (2) When will you be available for employment? (i.e. immediately, 2 weeks notice, etc) _____
- (3) Are you seeking: _____ Full-time regular _____ Part-time regular _____ Temp/prefer regular _____ Temporary Only
- (4) Name: _____
(Last) (First) (Middle)
- (5) Address: _____
Street & No. or P.O. Box City State Zip
- (6) Cellular Phone # (_____) _____ Other Phone # (_____) _____
 E-mail Address _____
- (7) Are you 18 or older? Yes ___ No ___ If NO, what is your birth date? _____

GENERAL INFORMATION

If you need to explain any answer, use the space under EXPLANATIONS which is located on page 4.

- (8) Apart from absences for religious observances, check conditions that you are willing to accept.
- | | | | | | |
|-------------|----------------|------------------|--------------|---------------------|---------------|
| Occasional: | ___ night work | ___ weekend work | ___ overtime | ___ rotating shifts | ___ "on-call" |
| Regular: | ___ night work | ___ weekend work | ___ overtime | ___ rotating shifts | ___ "on-call" |
| Frequent: | ___ night work | ___ weekend work | ___ overtime | ___ rotating shifts | ___ "on-call" |
- (9) Have you ever been employed with the Town of Farmville? _____ Yes _____ No
 If YES, what department and when: _____
- (10) Have you applied to the Town of Farmville before? _____ Yes _____ No
 If YES, indicate what position and when: _____
- (11) Are you willing to accept a salary within the advertised normal starting salary range? _____ Yes _____ No
- (12) Are you now or were you previously related in any way to a Town employee? _____ Yes _____ No
 If YES, give name, relationship and department: _____
- (13) Are you able to perform all of the duties of the job you have applied for? _____ Yes _____ No
- (14) Have you ever been convicted of a felony? _____ Yes _____ No
 If YES, please explain under EXPLANATIONS (page 4).
NOTE: A conviction record will not necessarily exclude you from employment. Factors such as age, rehabilitation efforts, length of time since the offense, and nature of the crime will be taken into consideration.
- (15) Are you an American citizen or do you currently have authorization to work in the U.S.? _____ Yes _____ No
- (16) Did you receive any of your education or employment experience under another name? _____ Yes _____ No
 If YES, please explain under EXPLANATIONS. (Page 4)

EDUCATION

Provide your complete history

(17) Indicate highest school year completed: (i.e. 8, 12, 16) _____

(18) Name of High School _____ City _____ State _____

(19) Have you received a high school diploma or equivalent? _____ Yes _____ No

Education Beyond High School	Name and Location	Attended				Graduate Y / N	Credit Hours	Degree, Diploma, Certificate Earned or # of Yrs.	Major Minor
		Start Month/Year	Finished Month/Year	Start Month/Year	Finished Month/Year				
College / University						Yes ____ No ____			
Graduate or Professional Schools						Yes ____ No ____			
Technical Institutes, Internship, Other						Yes ____ No ____			

KNOWLEDGE, SKILLS & ABILITIES

(20) Please list any knowledge, skills, or abilities you have that you feel are applicable to the position for which you are applying. Include skills with equipment or machines you can operate. If you wish consideration for a secretarial/clerical position, indicate typing speed and word processing software packages known and/or used.

- (a) _____ (e) _____
- (b) _____ (f) _____
- (c) _____ (g) _____
- (d) _____ (h) _____

REGISTRATIONS, LICENSES, CERTIFICATIONS

(21) List fields of work for which you have been registered, licensed or certified:

Registration: _____ State: _____ No: _____ Exp. Date: _____
 Registration: _____ State: _____ No: _____ Exp. Date: _____
 Other: _____

(22) Please list your **VALID DRIVERS LICENSE NUMBER** and the state in which it was issued. If you do not have a driver's license, please put "NONE" in the blank - Number: _____ State: _____

(23) Is your driver license a Commercial Drivers License? _____ Yes _____ No If YES, indicate class: _____

EMPLOYMENT

Record your complete work history in the spaces below. If needed, additional sheets containing the same information and in the same format are acceptable. BEGIN with your current or most recent position. Include military and related volunteer experience. Be sure to account for gaps in your employment history. **ALL SPACES MUST BE COMPLETED OR MARKED N/A (not applicable).** "See attached resume" is NOT acceptable in the duties space.

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

JOB TITLE _____ Starting Salary _____ Last Salary _____

Employer or company _____ Date employed _____ Date Separated _____

Employer or company address _____

Name and Title of most current supervisor _____ Telephone # (____) _____

Full-time for: Yrs ____ Mos ____ Part-time for: Yrs ____ Mos ____ # of employees supervised by you _____

Duties in order of importance:

Reason for leaving: _____

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

JOB TITLE _____ Starting Salary _____ Last Salary _____

Employer or company _____ Date employed _____ Date Separated _____

Employer or company address _____

Name and Title of most current supervisor _____ Telephone # (____) _____

Full-time for: Yrs ____ Mos ____ Part-time for: Yrs ____ Mos ____ # of employees supervised by you _____

Duties in order of importance:

Reason for leaving: _____

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

JOB TITLE _____ Starting Salary _____ Last Salary _____

Employer or company _____ Date employed _____ Date Separated _____

Employer or company address _____

Name and Title of most current supervisor _____ Telephone # (____) _____

Full-time for: Yrs ____ Mos ____ Part-time for: Yrs ____ Mos ____ # of employees supervised by you _____

Duties in order of importance:

Reason for leaving: _____

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

JOB TITLE _____ Starting Salary _____ Last Salary _____
 Employer or company _____ Date employed _____ Date Separated _____
 Employer or company address _____
 Name and Title of most current supervisor _____ Telephone # (____) _____
 Full-time for: Yrs ____ Mos ____ Part-time for: Yrs ____ Mos ____ # of employees supervised by you _____
 Duties in order of importance:

Reason for leaving: _____

- (24) Have you had disciplinary action taken against you in the past 12 months? Yes No
 If YES, explain under EXPLANATIONS. (A YES will not automatically disqualify you)
- (25) Have you ever been dismissed or forced to resign from any job held? Yes No
 a.) Were you dismissed or forced to resign for disciplinary reasons? Yes No
 If YES for either question, explain under EXPLANATIONS. (A YES will not automatically disqualify you)
- (26) May we contact your present employer for reference prior to an interview (if granted)? Yes No
 If you are not currently employed, please check here N/A (____). If NO, explain under EXPLANATIONS.

EXPLANATIONS

ITEM # _____
 ITEM # _____
 ITEM # _____

REFERENCES

NAME	ADDRESS	PHONE

Certification and Release (Initial each statement and then SIGN AND DATE BELOW)

- To the best of my knowledge and belief, the information given truly represents my background and experience. I understand that if I have knowingly or negligently misrepresented, falsified or omitted any information during the application process, or have made any changes to the format or wording of this application form, I may be disqualified for employment consideration or dismissed from employment with the Town. _____ (Initial)
- I authorize my current and former employers to give any information regarding me or my employment, whether or not it is on their records. I hereby release them from any damage whatsoever for issuing same. _____ (Initial)
- I also authorize educational institutions which I attended to reveal my scholastic ratings, as well as degrees or certificates earned, to the Town of Farmville; and associations, registration and licensing boards and to others to furnish whatever detail is available concerning my qualifications. Notwithstanding any provision of State or Federal law, I expressly waive any right I have to review information the Town receives from an employer or educational institution under a promise of confidentiality. _____ (Initial)
- I also permit the Town of Farmville to conduct a Police, Court, Credit and/or Motor Vehicle Records Investigation of my background where related to the job for which I am applying. _____ (Initial)
- I understand that if I apply or have applied for certain jobs, I may be tested for drug and alcohol use to determine if I am currently using or abusing these substances. I consent to the testing and understand that the results could preclude my appointment. _____ (Initial)
- I understand and acknowledge that should I be employed by the Town of Farmville, then I serve "at will". This means that I may be terminated at any time. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically approved by the Town Manager. _____ (Initial)
- I understand the Town of Farmville participates in E-Verify, a program required by federal law to verify the identity and employment eligibility of all persons hired to work in the United States. _____ (Initial)

SIGNATURE: _____

DATE: _____

