



APPLICATION FOR EMPLOYMENT

P.O. Box 45

Spencer, NC 28159

An Equal Opportunity Employer

Applications may be mailed to the address above, or hand delivered to 600 S Salisbury Avenue, Spencer, NC 28159.

<http://www.ci.spencer.nc.us>

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. Applications for specific job postings must be received in Town Hall by 5 pm on the closing date posted to ensure consideration. Photocopied applications must have an original signature and current date.

(PLEASE PRINT)

| | |
|---|-------------------------|
| Position(s) Applied For: | Date of Application: |
| Available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (please indicate Mornings Afternoons Evenings) <input type="checkbox"/> Temporary (please indicate dates available __/__/__-__/__) | Date available to work: |
| | Desired salary range: |

| | | |
|---------------------------|-----------------------------|----------------|
| Last Name: | First Name: | Middle Name: |
| Address | Street Number or P.O. Box | City |
| | | State |
| | | Zip Code |
| Primary Telephone Number: | Secondary Telephone Number: | Email Address: |

If you need to explain any answer, use the space provided under EXPLANATIONS near the end of this application.

Best time to contact you by phone: :..... AM
PM

Are you 18 years of age or older? Yes No
If no, what is your birth date? __/__/_____

Are you an American citizen or do you currently have authorization to work in the US? Yes No

Did you receive any of your education or employment experience under another name? Yes No
If yes, list what name _____ and explain under "Explanations"

Have you ever been employed with the Town of Spencer? Yes No
If yes, in what department and when? _____

Have you applied with the Town of Spencer before? Yes No
If yes, for what position and when? _____

Are you now or were you previously related in any way to a Town employee? Yes No
If yes, give name, relationship and department _____

Are you able to perform all of the duties of the job you have applied for? Yes No

Have you ever been convicted of a felony? Yes No
If yes, list offense, date of conviction, and explain under "Explanations"

EDUCATION

| | Name and Location | Dates of Attendance | | Number of Years Completed | Course of Study | Diploma Degree |
|---|-------------------|---------------------|----|---------------------------|-----------------|----------------|
| | | From | To | | | |
| High School | | | | | | |
| College | | | | | | |
| Graduate or Professional Schools | | | | | | |
| Other (specify) | | | | | | |

Please list any knowledge, skills, or abilities you feel are applicable to the position for which you are applying. Include skills with equipment or machines you can operate. If you are applying for a secretarial/clerical position, indicate typing speed and word processing software packages with which you are proficient.

Please list fields of work for which you have been registered, licensed or certified:

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

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

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

Other: _____

Please list your valid Driver's License Number and the state in which it was issued. If you do not have a valid driver's license, put "NONE" in the blank.

Driver's License Number: _____ **State:** _____

Is your driver's license a Commercial Driver's License? Yes No

If yes, indicate the 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. Account for any gaps in your employment history. All spaces must be completed or marked N/A (not applicable). You are welcomed and encouraged to include a copy of your resume with the application, however: **"see attached resume" in lieu of filling out the form data below is not acceptable.**

| | | | | |
|--|------------|--------------------|----------------------------------|----------------|
| Employer #1 (or explain gap in employment) | | Dates Employed | | Work Performed |
| | | From | To | |
| Address | | | | |
| Telephone # | | Salary/Hourly Rate | | |
| | | Starting | Final | |
| Job Title | Supervisor | | | |
| Reason for Leaving | | | # of employees supervised by you | |
| Employer #2 (or explain gap in employment) | | Dates Employed | | Work Performed |
| | | From | To | |
| Address | | | | |
| Telephone # | | Salary/Hourly Rate | | |
| | | Starting | Final | |
| Job Title | Supervisor | | | |
| Reason for Leaving | | | # of employees supervised by you | |
| Employer #3 (or explain gap in employment) | | Dates Employed | | Work Performed |
| | | From | To | |
| Address | | | | |
| Telephone # | | Salary/Hourly Rate | | |
| | | Starting | Final | |
| Job Title | Supervisor | | | |
| Reason for Leaving | | | # of employees supervised by you | |
| Employer #4 (or explain gap in employment) | | Dates Employed | | Work Performed |
| | | From | To | |
| Address | | | | |
| Telephone # | | Salary/Hourly Rate | | |
| | | Starting | Final | |
| Job Title | Supervisor | | | |
| Reason for Leaving | | | # of employees supervised by you | |

Attach additional sheets as necessary

