

**APPLICATION FOR EMPLOYMENT
Town of Ramseur, North Carolina
P.O. Box 545
724 Liberty Street
Ramseur, NC 27316**

The Town of Ramseur is an Equal Opportunity Employer. We consider applicants for vacant positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status. It is the responsibility of each applicant to notify us if any reasonable accommodations are necessary to allow completion of the application process.

Applications may be mailed to the above address, faxed to 336-824-6624, or hand-delivered to the Ramseur Municipal Building at 724 Liberty Street.

INSTRUCTIONS: This application will be used as part of the examination process, so it is important that you complete all sections of this application completely, accurately, and legibly. **Unsigned or incomplete applications will not be considered.** Applications must be postmarked by the posted closing date in order to ensure consideration.

GENERAL INFORMATION

- 1) Position applied for: _____ Date: _____
- 2) Name: _____
Last First Middle
- 3) Address: _____
Street and Number or PO Box City State Zip
- 4) Telephone: _____
Home Business
- 5) Driver's License State: _____
- 7) Is your driver's license a Commercial Driver's License (CDL)? If Yes No
yes, indicate class: _____
- 8) Are you at least 18 years of age? Yes No
If no, please provide proof of eligibility to work.
- 9) Have you ever been employed with the Town of Ramseur? If Yes No
yes, give date _____
- 10) Have you ever filed an application with the Town of Ramseur? If Yes No
yes, give date _____
- 11) Are you currently employed? Yes No
- 12) May we contact your present employer about your qualifications and work history? Yes No
- 13) Are you a male between the ages of 18 and 26? Yes No
If yes, have you registered for military service? (Proof is required.) Yes No
- 14) Are you a citizen of the United States or legally authorized to work in the United States? Yes No
(Proof of citizenship or immigration status is required prior to employment.)
- 15) Do you have any relatives presently employed by the Town of Ramseur? Yes No

If yes, provide name, relationship, and department: _____

- 16) Have you been convicted of an offense other than a traffic violation? Yes No
If yes, please explain. _____

(The existence of a criminal record does not automatically eliminate you from employment consideration. Factors such as type of offense and length of time since conviction will be evaluated in relation to the job for which you are applying.)

- 17) Have you ever used a name other than the name on this application? Yes No If yes, please indicate name(s): _____

- 18) When would you be available to start work? _____

EDUCATION

- 19) Circle highest school year completed: 1 2 3 4 5 6 7 8 9 10 11 12

- 20) High school: Name _____ Location _____

- 21) Have you received a high school diploma or equivalency? Yes No
If yes, indicate year: _____

Education beyond High School	Name and Location	Circle No. Years Completed	Year of Graduation	Degree/Certificate	Major Subject
22) College or University		1 2 3 4			
23) Graduate or Professional		1 2 3 4			
24) Other Education		1 2 3 4			

SPECIAL SKILLS AND QUALIFICATIONS:

- 25) List any professional registrations, licenses or certifications:

- 26) List any other training classes or workshops attended related to the position for which you are applying:

- 27) Summarize special job-related skills and qualifications acquired from employment or other experience.

- 28) Have you ever had any job-related training in the U.S. Military? Yes No

If yes, please describe:

EMPLOYMENT EXPERIENCE

List below your entire work experience record starting with your present or most recent position. Include any military service assignments and any self-employment. Please account for periods of unemployment. Separate sheets with additional information may be attached. Resumes may also be attached, but shall not be a substitute for completing the information below.

1. Current or most recent employment:

Job Title: _____ Starting Salary: _____ Present or Final Salary: _____

Date Employed: _____ Date Separated _____

Name, address, telephone of employer: _____

Full time for: _____ Yrs. _____ Mos. Part time for: _____ Yrs. _____ Mos.

No. of employees you supervised: _____ Name of immediate supervisor: _____

Description of duties, responsibilities and accomplishments:

Reason for leaving: _____

2. Next most recent employment:

Job Title: _____ Starting Salary: _____ Final Salary: _____

Date Employed: _____ Date Separated _____

Name, address, telephone of employer: _____

Full time for: _____ Yrs. _____ Mos. Part time for: _____ Yrs. _____ Mos.

No. of employees you supervised: _____ Name of immediate supervisor: _____

Description of duties, responsibilities and accomplishments:

Reason for leaving: _____

3. Next most recent employment:

Job Title: _____ Starting Salary: _____ Final Salary: _____

Date Employed: _____ Date Separated _____

Name, address, telephone of employer: _____

Full time for: _____ Yrs. _____ Mos. Part time for: _____ Yrs. _____ Mos.

No. of employees you supervised: _____ Name of immediate supervisor: _____

Description of duties, responsibilities and accomplishments:

Reason for leaving: _____

4. Next most recent employment:

Job Title: _____ Starting Salary: _____ Final Salary: _____

Date Employed: _____ Date Separated _____

Name, address, telephone of employer: _____

Full time for: _____ Yrs. _____ Mos. Part time for: _____ Yrs. _____ Mos.

No. of employees you supervised: _____ Name of immediate supervisor: _____

Description of duties, responsibilities and accomplishments:

Reason for leaving: _____

REFERENCE INFORMATION

Please list three persons who are not related to you and who have a definite knowledge of your work. Do not repeat the names of supervisors listed in the Employment Information section of the application.

1. Name: _____

Street or Business Address: _____

City, State, Zip: _____

Home phone: _____ Business phone: _____

2. Name: _____

Street or Business Address: _____

City, State, Zip: _____

Home phone: _____ Business phone: _____

3. Name: _____

Street or Business Address: _____

City, State, Zip: _____

Home phone: _____ Business phone: _____

DECLARATION OF APPLICANT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application and release of pertinent information to the Town of Ramseur as may be necessary in arriving at an employment decision. In the event of my employment, I understand that false or misleading information given in my application and/or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Town of Ramseur.

Signature of Applicant Date