

**Town of Ramseur**  
**EMPLOYMENT APPLICATION**  
P.O. Box 545 // 724 Liberty Street // Ramseur, NC 27316  
[www.townoframseur.org](http://www.townoframseur.org)



The Town of Ramseur is an equal opportunity employer. All applicants are considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability, or any other legally protected status. Applications may be submitted at Town Hall, mailed via USPS, or emailed to [townclerk@townoframseur.org](mailto:townclerk@townoframseur.org).

**Application Information**

**Date:**  **Position for which you are applying:**  **Desired Compensation:**

**Referral Source:**   
*Please indicate your referral source*

**Personal Data** (All information must be completed for application to be considered)

**Name:**     
*First Name Middle Name Last Name*

**Address:**   
*Street & Mailing Address*

*City State Zip Code*

**Phone Numbers:**     
*Home Work Cell*

**Email Address:**

**With reasonable accomodation, are you able to perform the job duties of the position for which you are applying?** Yes  No

*If you answered "Yes," list reasons here (attach additional pages if needed).*

**Are you related by blood or marriage to any person(s) now employed by the Town of Ramseur?** Yes  No

*If you answered "Yes," list name and relationship (attach additional pages if needed).*

**Have you previously worked for the Town of Ramseur?** Yes  No

*If you answered "Yes," list the dates and position you held (attach additional pages if needed).*

**Were you ever in the U.S. Military Service or other military organization?** Yes  No

*If yes, was your discharge .....*  Honorable  Dishonorable  Uncharacterized  General

**Education**

High School, City & State	Number of Full Years' Work Completed	Degree Awarded	Major / Field

University or College, City & State	Number of Full Years' Work Completed	Degree Awarded	Major / Field

**If you did not graduate from High School, have you passed the General Education Development (GED) Test?**

Yes

No

*If you answered "Yes," when and where did you complete the GED?*

---

**Current Professional Status** *(List fields of work for which you have been registered)*

Registration	_____	State	_____	No	_____
Registration	_____	State	_____	No	_____
Registration	_____	State	_____	No	_____

**Memberships** *(List memberships in professional, honorary, or technical societies)*

---

**Licenses and Certifications** *(List in order from those most applicable to the position for which you are applying to least applicable, along with date of certification, expiration date (if any), and source of issuance)*

---

**Residences** *(List addresses for the past ten (10) years beginning with present address)*

From Month/Year	To Month/Year	Street Address	City, State & Zip Code

**Employment Information**

**Have you ever been discharged or requested to resign from any position?**

Yes

No

*If you answered "Yes," provide details (attach additional pages if needed).*

**In the course of employment, have you ever been disciplined or demoted?**

Yes

No

*If you answered "Yes," provide details (attach additional pages if needed).*

**Employment History** (List all positions you have held, beginning with the most recent. If additional space is needed, attach the supplemental application pages.)

<b>Current or Last Employer</b>	<b>Address</b>
<b>Job Title</b>	<b>Supervisor's Name</b> <b>Phone</b>
<b>Date Employed</b> (MM/YYYY)	<b>Reason for Leaving</b> (or the Reason for Wanting to Leave) <b>May We Contact?</b>
<b>Date Separated</b> (MM/YYYY)	<b>List major duties that demonstrate your competencies related to the position for which you are applying (do not state "see resume").</b>

<b>Employer</b>	<b>Address</b>
<b>Job Title</b>	<b>Supervisor's Name</b> <b>Phone</b>
<b>Date Employed</b> (MM/YYYY)	<b>Reason for Leaving</b>
<b>Date Separated</b> (MM/YYYY)	<b>List major duties that demonstrate your competencies related to the position for which you are applying (do not state "see resume").</b>

<b>Employer</b>	<b>Address</b>
<b>Job Title</b>	<b>Supervisor's Name</b> <b>Phone</b>
<b>Date Employed</b> (MM/YYYY)	<b>Reason for Leaving</b>
<b>Date Separated</b> (MM/YYYY)	<b>List major duties that demonstrate your competencies related to the position for which you are applying (do not state "see resume").</b>



***Professional References***

Name	Title	Company/Organization	Phone	Email

***Notice to Applicants***

Prior to an offer of employment being extended to sworn law enforcement applicants, a thorough background check, credit check, and criminal record check will be conducted. Upon a job offer being extended and accepted, sworn law enforcement candidates may be required to participate in a physical exam, psychological exam, and substance abuse screening.

Upon a job offer being extended to and accepted by non-sworn law enforcement applicants, a thorough background check (possibly including a credit check and/or criminal record check for specific positions), physical exam (for specific positions only), and substance abuse screening will be conducted. Credit checks are conducted for positions that handle funds and have certain other responsibilities.

***Applicant Certification***

I hereby certify that every statement made on this form is true and complete and that I understand any misstatement or omission of information will subject me to disqualification or dismissal.

**I authorize the Town to obtain information regarding my employment, together with any information regarding me whether or not it is in my records. I hereby release the Town from any liability whatsoever for disclosing same. I understand a thorough background check, criminal record check, credit check, and/or other related checks may be conducted.**

*This application is not an offer of employment nor should it lead to an expectation of employment.*

<i>Applicant Signature</i>	<i>Date</i>