



# EMPLOYMENT APPLICATION



APPLICANT INFORMATION				POSITION:			
last name		first		m.i.		preferred name	
street address					apartment/unit		
city				state			zip
phone				email			
driver's license #				social security #			
Are you a U.S. citizen?	yes <input type="checkbox"/>	no <input type="checkbox"/>	Are you authorized to work in the U.S.?	yes <input type="checkbox"/>	no <input type="checkbox"/>		
Do you have any felony convictions that relate to fitness for the applied job?	yes <input type="checkbox"/>	no <input type="checkbox"/>	If yes, explain.				
Have you ever been dismissed from work or forced to resign?	yes <input type="checkbox"/>	no <input type="checkbox"/>	If yes, explain.				
Are you able to perform all of the duties of the job in a safe manner?	yes <input type="checkbox"/>	no <input type="checkbox"/>	If no, explain.				
Have you ever worked for the town?	yes <input type="checkbox"/>	no <input type="checkbox"/>	If so, when?				
Are you available for occasional night meetings, if needed?	yes <input type="checkbox"/>	no <input type="checkbox"/>	Do you have any immediate family members that work for the town?	yes <input type="checkbox"/>	no <input type="checkbox"/>		
EDUCATION							
high school				address			
dates attended				Graduate?	yes <input type="checkbox"/>	no <input type="checkbox"/>	
college				address			
dates attended				Graduate?	yes <input type="checkbox"/>	no <input type="checkbox"/>	degree
college				address			
dates attended				Graduate?	yes <input type="checkbox"/>	no <input type="checkbox"/>	degree
other				address			
dates attended				Graduate?	yes <input type="checkbox"/>	no <input type="checkbox"/>	degree
Describe any specialized training, apprenticeship, skills, extra-curricular activities, or additional information you feel may be helpful in considering your application.							



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**PREVIOUS EMPLOYMENT** *(Begin with most recent employment and use additional sheets if necessary.)*

company		phone #	
address		supervisor	
job title		starting salary	ending salary
responsibilities			full-time <input type="checkbox"/> part-time <input type="checkbox"/>
dates (mo./yr)		reason for leaving	
May we contact your previous supervisor for a reference?		yes <input type="checkbox"/>	no <input type="checkbox"/>
company		phone #	
address		supervisor	
job title		starting salary	ending salary
responsibilities			full-time <input type="checkbox"/> part-time <input type="checkbox"/>
dates (mo./yr.)		reason for leaving	
May we contact your previous supervisor for a reference?		yes <input type="checkbox"/>	no <input type="checkbox"/>
company		phone #	
address		supervisor	
job title		starting salary	ending salary
responsibilities			full-time <input type="checkbox"/> part-time <input type="checkbox"/>
dates (mo./yr.)		reason for leaving	
May we contact your previous supervisor for a reference?		yes <input type="checkbox"/>	no <input type="checkbox"/>
company		phone #	
address		supervisor	
job title		starting salary	ending salary
responsibilities			full-time <input type="checkbox"/> part-time <input type="checkbox"/>
dates (mo./yr.)		reason for leaving	
May we contact your previous supervisor for a reference?		yes <input type="checkbox"/>	no <input type="checkbox"/>



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## REFERENCES

Please list three professional references who can attest to your work experiences.

full name		relationship		yrs. known	
company		phone #			
address					
full name		relationship		yrs. known	
company		phone #			
address					
full name		relationship		yrs. known	
company		phone #			
address					

## DISCLAIMER AND SIGNATURE

I certify that all of the statements made in this application and any attached documents are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements or information may be grounds for rejection of my application or dismissal if employed. I also understand that as a condition of my employment, I might be required to furnish documentation verifying my identity and eligibility to work in the United States and authorize a background check of my driving, criminal, credit, or other records before employment, if needed. I permit the Town of Summerfield to conduct a law enforcement and court records investigation of my background. I understand that employment is conditional upon the results of a pre-employment drug screen.

I authorize any and all of my current and previous employers, including the U.S. Government or U.S. Military, registration and licensing boards, educational institutions, and other persons listed on my application to provide the Town of Summerfield with any job-related information requested. I waive any right to legal claims against a disclosing person, employer, or institution and the prospective employer seeking and using this information for hiring purposes. Notwithstanding any provisions of Federal or State law, I also waive any right I may have to review confidential material or information received by the Town of Summerfield from a person, employer, or institution.

Signature \_\_\_\_\_ Date \_\_\_\_\_

If I am a male between the ages of 18 and 26, I certify that I am aware of and in compliance with all applicable registration requirements of the Military Selective Service Act.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*The Town of Summerfield is an Equal Opportunity Employer (EOE) and considers applicants without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally-protected status.*

**Please mail completed application form to:**  
 Town of Summerfield, Attn.: Town Manager, PO Box 970, Summerfield, NC 27358  
**or hand deliver to:** 4117 Oak Ridge Road, Summerfield, NC 27358.