

TOWN OF MOREHEAD CITY



EMPLOYMENT APPLICATION

706 Arendell Street - Morehead City, NC 28557

252-726-6848, Ext. 124

www.townofmorehead.com

We welcome you as a prospective employee of the Town of Morehead City. In order to be fairly considered, answer all questions completely and accurately. No information in this application is intended to be used for discriminatory purposes. A resume may be attached, but not substituted for requested information.

CURRENT INFORMATION

Position Applied For _____ Date _____

Name _____
Last First Middle

Present Address _____
Street Number & Name/PO Box City State Zip

Permanent Address _____
Street Number & Name/PO Box City State Zip

Telephone _____ Date available for work _____
Home Other

GENERAL INFORMATION (Circle YES or NO and attach additional sheets if needed.)

NOTE: Your responses to these questions will not necessarily exclude you from employment. The specific facts of the situation will be taken into consideration.

- ◆ Have you ever been employed with the Town of Morehead City? YES NO
If yes, what department and when? _____
- ◆ Are you related by blood or marriage to any Town of Morehead City employee? YES NO
If yes, give name, relationship and department _____

- ◆ Have you ever been convicted of, plead guilty to, or plead no contest to, any Crime other than a minor traffic offense? If yes, explain YES NO

- ◆ If you are subject to Military Selective Service registration, certify compliance by initialing on dotted line
- ◆ Have you ever been disciplined by an employer for absenteeism or tardiness? YES NO
- ◆ Have you ever been discharged or asked to resign by a former employer? If so, for what reason? YES NO

- ◆ Driver's license number/State/Expiration date _____

EOE/ADA

MILITARY HISTORY

- ◆ Have you ever served active duty in the United States military service? If yes, YES NO
 What branch? _____
 Dates of duty: From _____ To _____

- ◆ Are you presently in the reserves or have any other obligation? If yes, explain. YES NO

EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED College: 1 2 3 4

SCHOOLS	NAME & LOCATION	GRAD?	MAJOR/MINOR	TYPE OF DEGREE
High School		YES NO		
College(s) University(s)		YES NO		
Graduate or Professional		YES NO		
Other vocational, Educational, technical, etc		YES NO		

Special training programs and seminars completed in the last five (5) years (list):

Licenses and certifications, especially those specific to job applied for (list with dates and sources):

Membership in professional, honorary, or technical organizations (list):

SKILLS

CHECK the following which apply to you:

- CDL License : Type _____
- Car for use at work
- Sign Language
- Language(s) Spoken: _____
- Adding Machine/Calculator
- Typing (specify WPM) _____
- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft Powerpoint
- MS Works
- Other Computer Skills (specify)

EMPLOYMENT

Record your complete work history. Begin with your current or most recent employer. Attach additional information as necessary. Be sure to account for gaps in your employment history. Related volunteer experience may also be listed.

1) Employer and Address:

Job Title:				Supervisor's Name:		Telephone Number:		# Supervised By You:	
Date Employed (mo/yr)		Date Separated (mo/yr)		Full Time (yr(s)/mo)		Part Time (yr(s)/mo)			
Starting Salary \$ _____ per		Ending/Current Salary \$ _____ per		Reason for Leaving					
List major duties in order of their importance in the job:									
MAY WE CONTACT EMPLOYER? _____ Yes _____ No									

2) Employer and Address:

Job Title:				Supervisor's Name:		Telephone Number:		# Supervised By You:	
Date Employed (mo/yr)		Date Separated (mo/yr)		Full Time (yr(s)/mo)		Part Time (yr(s)/mo)			
Starting Salary \$ _____ per		Ending/Current Salary \$ _____ per		Reason for Leaving					
List major duties in order of their importance in the job:									
MAY WE CONTACT EMPLOYER? _____ Yes _____ No									

Use additional sheet if needed.

REFERENCES

Please list people such as co-workers, teachers, friends, etc., who have knowledge of your qualifications for the position for which you are applying. Do not list family relatives. Unless they can no longer be reached at the addresses listed, do not list names of the supervisors noted on your employment record.

Name	Address	Telephone #	Relationship to You
Name	Address	Telephone #	Relationship to You
Name	Address	Telephone #	Relationship to You

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards and others to furnish whatever detail is available relating to my qualifications. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed. In addition, I authorize the Town of Morehead City to 1) require a pre-employment drug test as a condition of my employment, and 2) conduct a Police and Court Records investigation of my background, should this be necessary. I understand that the information I have disclosed in my application, or which I have given to a representative of the Town of Morehead City in any other form, is very important to the Town of Morehead City and that it will rely heavily upon this information in making a decision of whether to hire me or not. I understand that if I have been inaccurate, misleading or incomplete, this will result in my not being hired or, if I've been employed, will result in my being dismissed.

Signature of Applicant (unsigned applications will not be processed)

Date

Thank you for your interest in a position with the Town of Morehead City. Although everyone who applies cannot be hired, your application will be given every consideration.

Rev. 1/07

Applicant Name _____

EMPLOYMENT HISTORY (Continued)

3) Employer and Address:

Job Title:	Supervisor's Name:	Telephone Number:	# Supervised By You:
Date Employed (mo/yr)	Date Separated (mo/yr)	Full Time (yr(s)/mo)	Part Time (yr(s)/mo)
Starting Salary \$ _____ per	Ending/Current Salary \$ _____ per	Reason for Leaving	

List major duties in order of their importance in the job:

MAY WE CONTACT EMPLOYER? _____ Yes _____ No

4) Employer and Address:

Job Title:	Supervisor's Name:	Telephone Number:	# Supervised By You:
Date Employed (mo/yr)	Date Separated (mo/yr)	Full Time (yr(s)/mo)	Part Time (yr(s)/mo)
Starting Salary \$ _____ per	Ending/Current Salary \$ _____ per	Reason for Leaving	

List major duties in order of their importance in the job:

MAY WE CONTACT EMPLOYER? _____ Yes _____ No

5) Employer and Address:

Job Title:	Supervisor's Name:	Telephone Number:	# Supervised By You:
Date Employed (mo/yr)	Date Separated (mo/yr)	Full Time (yr(s)/mo)	Part Time (yr(s)/mo)
Starting Salary \$ _____ per	Ending/Current Salary \$ _____ per	Reason for Leaving	

List major duties in order of their importance in the job:

MAY WE CONTACT EMPLOYER? _____ Yes _____ No

EMPLOYMENT (Continued)**6) Employer and Address:**

Job Title:		Supervisor's Name:	Telephone Number:	# Supervised By You:
Date Employed (mo/yr)	Date Separated (mo/yr)	Full Time (yr(s)/mo)	Part Time (yr(s)/mo)	
Starting Salary \$ _____ per	Ending/Current Salary \$ _____ per	Reason for Leaving		

List major duties in order of their importance in the job:

MAY WE CONTACT EMPLOYER? _____ Yes _____ No

7) Employer and Address:

Job Title:		Supervisor's Name:	Telephone Number:	# Supervised By You:
Date Employed (mo/yr)	Date Separated (mo/yr)	Full Time (yr(s)/mo)	Part Time (yr(s)/mo)	
Starting Salary \$ _____ per	Ending/Current Salary \$ _____ per	Reason for Leaving		

List major duties in order of their importance in the job:

MAY WE CONTACT EMPLOYER? _____ Yes _____ No

8) Employer and Address:

Job Title:		Supervisor's Name:	Telephone Number:	# Supervised By You:
Date Employed (mo/yr)	Date Separated (mo/yr)	Full Time (yr(s)/mo)	Part Time (yr(s)/mo)	
Starting Salary \$ _____ per	Ending/Current Salary \$ _____ per	Reason for Leaving		

List major duties in order of their importance in the job:

MAY WE CONTACT EMPLOYER? _____ Yes _____ No