



APPLICATION FOR EMPLOYMENT

CITY OF ASHEBORO, NORTH CAROLINA

225 EAST ACADEMY STREET

ASHEBORO, NC 27203

PLEASE BE SURE THAT YOU COMPLETE ALL SECTIONS OF THIS APPLICATION COMPLETELY AND ACCURATELY TO THE BEST OF YOUR ABILITY. YOUR APPLICATION WILL BE USED AS A PART OF THE EXAMINATION PROCESS AND, THEREFORE, SHOULD ACCURATELY REPRESENT YOUR BEST EFFORT. (FOR SOME POSITIONS YOU MAY BE ASKED TO COMPLETE A SUPPLEMENTAL APPLICATION.) INDICATE ONE POSITION ONLY ON APPLICATION.

ANSWER ALL QUESTIONS — PLEASE PRINT OR TYPE YOUR NAME

POSITION APPLIED FOR _____ DATE _____

NAME _____

(Last)

(First)

(Middle)

PRESENT MAILING ADDRESS _____

(Street & No.)

(City)

(State)

(Zip Code)

PERMANENT MAILING ADDRESS _____

(Street & No.)

(City)

(State)

(Zip Code)

TELEPHONE _____

(Area Code if other than 336)

(Home)

(Business)

(Other-Indicate whose number)

DO YOU HAVE A VALID DRIVER'S LICENSE YES NO STATE _____ NUMBER _____

TYPE: REGULAR COMMERCIAL CLASS A B C ENDORSEMENTS _____

THE CITY OF ASHEBORO IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER THAT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, OR DISABILITY IN EMPLOYMENT OR PROVISION OF SERVICES.

SKILLS DATA

Typing WPM _____

Kind of office equipment operated: _____

Kind of computer software used: _____

MILITARY DATA

Are you a veteran? Yes No

Branch of service: _____

Dates of active duty: _____

Service number: _____

Rank upon separation: _____

EDUCATION (GIVE COMPLETE EDUCATIONAL HISTORY BELOW)

High School: Name _____ Location _____

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

What year did you graduate from high school? _____ If you did not graduate, do you have a High School Equivalency? Yes No

Education beyond High School	Name and Location	Circle No. Years Completed	What Year Did You Graduate?	Degree/Certificate	Major Subject
College or University		1 2 3 4			
Graduate or Professional		1 2 3 4			
Other Education		1 2 3 4			

EMPLOYMENT DATA: In the space below, give your employment history beginning with your present or most recent employer and list all positions held, including military, part time, summer, and significant volunteer work for the last 10 years. Details on any period of unemployment must be included. Experience acquired more than 10 years ago may be summarized in one block if not applicable to position for which you are applying.

Title of present or most recent position _____ Starting Salary _____ Present or Final Salary _____

Date Employed	
Date Separated	
Full Time	Yrs. Mos.
Part Time	Yrs. Mos.
If Part Time, number of hours worked per week	

Name and address of employer: _____

Description of duties, responsibilities and accomplishments:

Number of employees supervised by you: _____

Name of immediate supervisor: _____

Phone number of supervisor: _____

Reason for leaving: _____

May we contact your present employer? _____

If no, please list the name and phone number of someone knowledgeable of your work.

Title of next position _____ Starting Salary _____ Present or Final Salary _____

Date Employed
Date Separated
Full Time Yrs. Mos.
Part Time Yrs. Mos.
If Part Time, number of hours worked per week

Name and address of employer: _____

Description of duties, responsibilities and accomplishments:

Number of employees supervised by you: _____
Name of immediate supervisor: _____
Phone number of supervisor: _____
Reason for leaving: _____

Title of next position _____ Starting Salary _____ Present or Final Salary _____

Date Employed
Date Separated
Full Time Yrs. Mos.
Part Time Yrs. Mos.
If Part Time, number of hours worked per week

Name and address of employer: _____

Description of duties, responsibilities and accomplishments:

Number of employees supervised by you: _____
Name of immediate supervisor: _____
Phone number of supervisor: _____
Reason for leaving: _____

Title of next position _____ Starting Salary _____ Present or Final Salary _____

Date Employed
Date Separated
Full Time Yrs. Mos.
Part Time Yrs. Mos.
If Part Time, number of hours worked per week

Name and address of employer: _____

Description of duties, responsibilities and accomplishments:

Number of employees supervised by you: _____
Name of immediate supervisor: _____
Phone number of supervisor: _____
Reason for leaving: _____

PERSONAL DATA

Date of Birth _____

Are you a citizen of the United States? Yes No

If no, give country of which you are a citizen and your alien registration number.

Have you ever been convicted of any offense against the law (including minor traffic violations)? Yes No

If yes, please explain the nature of the conviction and the final disposition of the case.

Do you have any relatives currently employed by the City of Asheboro? Yes No

If yes, who, in what position, and in what department are they employed? What is the relationship?

REFERENCE DATA

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 Data Section application.

Name _____

Business or Home Address (Street) _____

City State Zip

Home Phone Business Phone

Name _____

Business or Home Address (Street) _____

City State Zip

Home Phone Business Phone

Name _____

Business or Home Address (Street) _____

City State Zip

Home Phone Business Phone

Please indicate any special skills, accomplishments, special training or publications you have which are relevant to the position for which you are applying.

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 City of Asheboro 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 or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Asheboro.

Signature of Applicant

Date