



## Town of Waynesville

# Application for Employment

### An Equal Opportunity Employer

16 S. Main St. \* P.O. Box 100 \* Waynesville, N.C. 28786 \* (828) 452- 2491

*This application form is designed to protect individual rights and privacy and to ensure equal employment opportunity. All questions are considered important for employment and no other use is intended for the information you submit.*

1. Position(s) applied for: \_\_\_\_\_ Date: \_\_\_\_\_ (mm/dd/yy)

Name: \_\_\_\_\_  
Last First Middle (If married use Maiden)

2. Do you have a valid Driver's License? \_\_\_\_\_ License Number \_\_\_\_\_

3. Present Address \_\_\_\_\_  
Street Address City State Zip Code

Telephone (Home) \_\_\_\_\_ Telephone (Cell) \_\_\_\_\_

Email Address \_\_\_\_\_

4. When will you be available for employment? \_\_\_\_\_

5. Are you age 18 or above? \_\_\_\_\_ If no, what is your birthdate? \_\_\_\_\_ (mm/dd/yy)

6. Have you ever worked before for the Town of Waynesville? From \_\_\_\_\_ (mm/yy) To \_\_\_\_\_ (mm/yy)

7. May we inquire of your present employer regarding your character, qualifications, etc.? \_\_\_\_\_

8. Are you related by blood or marriage to any person now employed by the Town? \_\_\_\_\_

If yes, give name, relationship and department employing relative

9. Military Service: Are you a veteran? \_\_\_\_\_

Date of entry into active service \_\_\_\_\_ (mm/yy) Date of separation from active service \_\_\_\_\_ (mm/yy)  
Type of separation \_\_\_\_\_

10. Have you ever been convicted of an offense against law or forfeited a bond? If yes, explain

\_\_\_\_\_

*Note: a criminal record will not necessarily exclude you from employment. Such factors as the nature and gravity of the offense, the time passed since the conviction, and the nature of the job for which you have applied shall be considered. You may omit traffic violations of which you paid a fine of \$30 or less. A criminal records check will be done to verify this information. Failure to disclose information may result in rejection of your application.*

11. **REFERENCES.** If you wish to list references, list persons who are not related to you and who have knowledge of your qualifications for the position(s) for which you are applying, such as former co-workers, teachers, etc. Do not repeat the names of supervisors you will list under Section 16, Employment Record, on pages 3 and 4 of this application.

A. Name \_\_\_\_\_ Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

B. Name \_\_\_\_\_ Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

C. Name \_\_\_\_\_ Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

12. **EDUCATION.** Give your complete educational history.

Name of last high school attended \_\_\_\_\_

Location \_\_\_\_\_

Highest year completed \_\_\_\_\_

Did you graduate from high school?

If you did not graduate, do you have a GED?

**EDUCATION.** Give your complete educational history.

Name of college or university attended \_\_\_\_\_

Location \_\_\_\_\_

Years attended/completed \_\_\_\_\_

Did you graduate?

Degree or Diploma Received/Major Subject \_\_\_\_\_

**EDUCATION.** Give your complete educational history.

Name of graduate or professional school attended \_\_\_\_\_

Location \_\_\_\_\_

Years attended/completed \_\_\_\_\_

Did you graduate?

Degree or Diploma Received/Major Subject \_\_\_\_\_

13. List fields of work or activities for which you are licensed, registered, or certified, giving date(s) and source(s) of issuance. \_\_\_\_\_  
\_\_\_\_\_

14. List typing and clerical skills, machines you can operate computer software in which you are proficient, and others skills in which you are proficient. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. If the position(s) applied for calls for specific courses, indicated course and credits received. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. How did you learn about this position?

Job Board

NCWorks

Friend/Family

Social Media

Town of Waynesville Website

Other

17. **EMPLOYMENT RECORD.** Answer questions for each period of employment. Include military service and previous employment with the Town of Waynesville. Failure to give complete information may result in rejection of your application. Begin with your present or last position. If more space is needed, use a continuation sheet. Experience acquired more than 10 years ago may be summarized in one block if not applicable to the position(s) for which you are applying.

A. Title of present or last position \_\_\_\_\_  
Employer \_\_\_\_\_ Address \_\_\_\_\_  
Name and title of supervisor \_\_\_\_\_  
Number of employees supervised by you \_\_\_\_\_ Telephone number \_\_\_\_\_  
Date employed \_\_\_\_\_ (mm/yy) Date Separated \_\_\_\_\_ (mm/yy)

Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving or desiring change \_\_\_\_\_  
\_\_\_\_\_

B. Title of present or last position \_\_\_\_\_  
Employer \_\_\_\_\_ Address \_\_\_\_\_  
Name and title of supervisor \_\_\_\_\_  
Number of employees supervised by you \_\_\_\_\_ Telephone number \_\_\_\_\_  
Date employed \_\_\_\_\_ (mm/yy) Date Separated \_\_\_\_\_ (mm/yy)

Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving or desiring change \_\_\_\_\_  
\_\_\_\_\_

C. Title of present or last position \_\_\_\_\_  
Employer \_\_\_\_\_ Address \_\_\_\_\_  
Name and title of supervisor \_\_\_\_\_  
Number of employees supervised by you \_\_\_\_\_ Telephone number \_\_\_\_\_  
Date employed \_\_\_\_\_ (mm/yy) Date Separated \_\_\_\_\_ (mm/yy)

Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving or desiring change \_\_\_\_\_  
\_\_\_\_\_

18. Minimum compensation required \_\_\_\_\_

**CERTIFICATE OF APPLICANT**

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. I hereby authorize the Town of Waynesville to investigate my past employment, performance, salary and educational history as well as my criminal background; to gather any other information necessary to process my application for employment; and to administer any pre-employment testing, including but not limited to a pre-employment drug test, that is necessary. I also understand and acknowledge that a negative pre-employment drug test is a condition of employment with the Town of Waynesville. I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

Can you perform the essential functions of this job, with or without reasonable accommodation? \_\_\_\_\_ Y/N

Can you meet the attendance requirements of this job? \_\_\_\_\_ Y/N

Do you have the required licenses to perform this job? \_\_\_\_\_ Y/N

\_\_\_\_\_  
Applicant's Electronic Signature