

APPLICATION FOR EMPLOYMENT

TOWN OF SELMA, NORTH CAROLINA

INSTRUCTIONS TO APPLICANTS

TO BE CONSIDERED FOR TOWN EMPLOYMENT, YOU MUST ANSWER ALL QUESTIONS AND COMPLETE ALL SECTIONS OF THIS APPLICATION.

THE TOWN EMPLOYS ONLY U.S. CITIZENS OR IMMIGRANTS WHO CAN PROVIDE PROOF OF IDENTITY AND WORK AUTHORIZATION WITHIN THREE (3) WORKING DAYS OF EMPLOYMENT. MALES SUBJECT TO MILITARY SELECTIVE SERVICE REGISTRATION MUST CERTIFY COMPLIANCE TO BE ELIGIBLE FOR TOWN EMPLOYMENT (G.S. 143B- 421.1). SEE AVAILABILITY BLOCK.

WHEN COMPLETING THIS APPLICATION, PLEASE MAKE SURE YOU:

- Complete the section for equal opportunity information.
- Apply for one vacancy per application.
- Give complete information on your education and work history (*"see resume" is not acceptable*).
- List separately each job held and your duties for each position when you worked for one employer and held more than one position.
- Describe your work history, highlighting your competencies (knowledge, skills, abilities and work behaviors) which demonstrate your qualifications for the position for which you are applying.
- Provide only the last four digits of your social security number.
- Check for accuracy, sign, and date your application.

Thank you for your interest in local government. The Town of Selma wants to find the most qualified people available to serve its citizens. While not everyone who applies can be hired, your application will be given every consideration.

EQUAL OPPORTUNITY INFORMATION

Town policy prohibits discrimination based on race, sex, color, creed, national origin, age, genetic information or any disability. The information requested below will in no way affect you as an applicant. Its sole use will be to see how well our recruitment efforts are reaching all segments of the population (EEO/M-F/AA/ADA).

DATE OF BIRTH: _____
 Month Day Year

GENDER: Male Female

ETHNIC GROUP:

1. White (non-Hispanic)
2. Black (non-Hispanic)
3. Hispanic (Mexican, Puerto Rican, Cuban, Central or South American, other Spanish origin regardless of race)
4. Asian (including Pacific Islander)
5. American Indian (including Alaskan native)
6. Two or More Races



TOWN OF SELMA
EMPLOYMENT APPLICATION
AN EQUAL OPPORTUNITY EMPLOYER

It is our policy to comply fully with all federal, state and local equal employment opportunity laws. This organization provides equal employment and advancement opportunities for all persons regardless of race, creed, sex, national origin, age, religion, disability, marital status, sexual orientation or any other classification protected by law (EEO/M-F/AA/ADA).

NAME AS IT APPEARS ON YOUR SOCIAL SECURITY CARD/WORK PERMIT CARD

FIRST _____ MI _____ LAST _____ Last 4 of SSN _____

OTHER NAMES YOU HAVE USED (EDUCATION OR WORK EXPERIENCES): _____

PRESENT ADDRESS: _____
Number & Street _____ City _____ County _____ State _____ Zip _____

TELEPHONE: _____
Home _____ Cell _____ Business _____

EMAIL ADDRESS: _____

POSITION APPLIED FOR: _____ REFERRAL SOURCE: _____

SALARY REQUIREMENTS: \$ _____ ARE YOU AT LEAST 18 YEARS OLD? YES NO

CHECK THE TYPE WORK YOU WILL ACCEPT: PERMANENT FULL-TIME PERMANENT PART-TIME

ARE YOU AN IMMEDIATE FAMILY MEMBER OF A PRESENT TOWN EMPLOYEE? YES NO

If YES, please provide the following information:

NAME: _____

RELATIONSHIP TO YOU AND THE DEPARTMENT WHERE EMPLOYED: _____

HAVE YOU EVER BEEN EMPLOYED BY THE TOWN OF SELMA? YES NO If YES, please provide the following information:

DEPARTMENT NAME: _____ SUPERVISOR NAME: _____

REASON FOR LEAVING: _____

LICENSE #: _____ STATE: _____	CAN YOU, IF HIRED, SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES? YES <input type="checkbox"/> NO <input type="checkbox"/>
EXPIRATION DATE: _____	
DO YOU HAVE A COMMERCIAL DRIVER'S LICENSE? YES <input type="checkbox"/> NO <input type="checkbox"/>	
PLEASE SELECT THE CLASS OF YOUR DRIVER'S LICENSE: CLASS A <input type="checkbox"/> CLASS B <input type="checkbox"/> CLASS C <input type="checkbox"/>	

SELECTIVE SERVICE

Pursuant to Chapter 143B of the North Carolina General Statutes, you are hereby required to register for Selective Service in order to be employed by the Town of Selma. Have you registered for Selective Service?

YES NO If not, please indicate why:

I am a Female: Other: _____

U.S. MILITARY HISTORY

If you have served in the U.S. Military, please provide the following information:

			Service Dates	
Branch of Service	Rank	Type of Discharge	From	To
_____	_____	_____	_____	_____

EDUCATION

(PLEASE GIVE YOUR COMPLETE EDUCATION HISTORY)

Have you received a high school diploma or equivalent (GED)? Yes No

Highest school year completed (1-12): _____

High School Name: _____ City: _____ State: _____

EDUCATION BEYOND HIGH SCHOOL (NAME, CITY & STATE):	DATES ATTENDED FROM/TO	GRADUATE?	DEGREE	COURSE OF STUDY
College or University: _____ _____	_____ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____	_____
Graduate or Professional: _____ _____	_____ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____	_____
Vocational or Technical: _____ _____	_____ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____	_____

REGISTRATIONS | LICENSES | CERTIFICATIONS

PROFESSIONAL LICENSES AND CERTIFICATIONS (JOB RELATED):	TYPES OF LICENSES AND CERTIFICATES:	DATE ISSUED:	REGISTRATION NUMBER:	STATE:	EXPIRES Mo/YR:

PROFESSIONAL, SCHOLASTIC AND OTHER ORGANIZATIONS (JOB RELATED):	HONORS/AWARDS RECEIVED (JOB RELATED AND DATES):

JOB RELATED TRAINING

NAME OF COURSE:	YEAR COMPLETED:	NAME OF COURSE:	YEAR COMPLETED:

KNOWLEDGE, SKILLS, AND ABILITIES

Please list any knowledge, skills, and abilities you have that you feel are applicable to the position for which you are applying. Include skills with equipment or machines you operate.

If you are applying for a position that requires computer skills, please indicate your proficiency for the software listed below and typing speed (if applicable).

COMPUTER SKILLS

COMPUTER SOFTWARE:	YOUR PROFICIENCY WITH THE SOFTWARE:
Word	Skilled <input type="checkbox"/> Competent <input type="checkbox"/> Familiar <input type="checkbox"/>
Excel	Skilled <input type="checkbox"/> Competent <input type="checkbox"/> Familiar <input type="checkbox"/>
PowerPoint	Skilled <input type="checkbox"/> Competent <input type="checkbox"/> Familiar <input type="checkbox"/>
Publisher	Skilled <input type="checkbox"/> Competent <input type="checkbox"/> Familiar <input type="checkbox"/>
Outlook	Skilled <input type="checkbox"/> Competent <input type="checkbox"/> Familiar <input type="checkbox"/>

OTHER COMPUTER SOFTWARE PROGRAMS OR TYPES OF SOCIAL MEDIA EXPERIENCE

EMPLOYMENT HISTORY

This portion of the application must include a minimum of a 10-year work history and completed even if supplemented by a Resume. List your most recent employer first. Base Salary does not include overtime, bonuses or commissions.

EMPLOYER'S NAME (PRESENT OR MOST RECENT):		ADDRESS:		PHONE:
JOB TITLE:		SUPERVISOR'S NAME:		NUMBER EMPLOYEES SUPERVISED BY YOU:
DATE EMPLOYED (month/year): _____	STARTING SALARY: \$ _____ per _____	CURRENT/LAST SALARY: \$ _____ per _____	OTHER COMPENSATION (Bonuses, etc.): \$ _____ per _____	
DATE SEPARATED (month/year): _____	FULL-TIME: YEARS / MONTHS: _____	PART-TIME: YEARS / MONTHS: _____	IF PART-TIME # OF HOURS WORKED / WEEK: _____	

REASON FOR LEAVING OR DESIRE TO LEAVE: _____

BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES:

EMPLOYER'S NAME (PRESENT OR MOST RECENT):		ADDRESS:		PHONE:
JOB TITLE:		SUPERVISOR'S NAME:		NUMBER EMPLOYEES SUPERVISED BY YOU:
DATE EMPLOYED (month/year): _____	STARTING SALARY: \$ _____ per _____	CURRENT/LAST SALARY: \$ _____ per _____	OTHER COMPENSATION (Bonuses, etc.): \$ _____ per _____	
DATE SEPARATED (month/year): _____	FULL-TIME: YEARS / MONTHS: _____	PART-TIME: YEARS / MONTHS: _____	IF PART-TIME # OF HOURS WORKED / WEEK: _____	

REASON FOR LEAVING OR DESIRE TO LEAVE: _____

BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES:

EMPLOYER'S NAME (PRESENT OR MOST RECENT):		ADDRESS:		PHONE:
JOB TITLE:		SUPERVISOR'S NAME:		NUMBER EMPLOYEES SUPERVISED BY YOU:
DATE EMPLOYED (month/year): _____	STARTING SALARY: \$ _____ per _____	CURRENT/LAST SALARY: \$ _____ per _____	OTHER COMPENSATION (Bonuses, etc.): \$ _____ per _____	
DATE SEPARATED (month/year): _____	FULL-TIME: YEARS / MONTHS: _____	PART-TIME: YEARS / MONTHS: _____	IF PART-TIME # OF HOURS WORKED / WEEK: _____	

REASON FOR LEAVING OR DESIRE TO LEAVE: _____

BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES:

EXPLANATION OF INTERRUPTIONS IN EMPLOYMENT HISTORY

Please use this space to explain employment history interruptions since high school that do not pertain to pregnancy, childcare, disability or any other protected activity.

TWO BUSINESS REFERENCES NOT RELATED TO YOU (NO SUPERVISORS PREVIOUSLY NOTED UNDER EMPLOYMENT HISTORY)

NAME: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
TELEPHONE: _____
RELATIONSHIP: _____
YEARS KNOWN: _____

NAME: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
TELEPHONE: _____
RELATIONSHIP: _____
YEARS KNOWN: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES NO
IF YES, PLEASE EXPLAIN: _____

NOTE: A CONVICTION RECORD WILL NOT NECESSARILY EXCLUDE YOU FROM EMPLOYMENT. FACTORS SUCH AS AGE AT TIME OF OFFENSE, REHABILITATION EFFORTS, LENGTH OF TIME SINCE THE OFFENSE, AND NATURE OF THE CRIME WILL BE TAKEN INTO CONSIDERATION.

BACKGROUND CHECK, PHYSICAL EXAM AND DRUG SCREEN STATEMENT

The Town of Selma wants to ensure the safety and health of all current and future employees. For this reason, all applicants will give the Town of Selma written authorization to have a complete background check conducted. Also, the Town of Selma requires all candidates who are given a conditional offer of employment, to submit to a pre-employment physical exam and drug screen before actually beginning to work.

The pre-employment physical exam and drug screen will be performed by a physician of the Town's choice and at the Town's expense. All drug screens are to be performed within the guidelines set by the Town and results reviewed by the Medical Review Officer (physician).

The Town shall rescind any offer of employment to any person who refuses to submit to a physical examination and/or drug screen. The Town may rescind any offer of employment if a determination should be made after review of the criminal history/driver's license check that it is in the best interest of the Town not to employ the candidate. The Town may also rescind an offer of employment if the candidate has a positive drug screen test.

